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by Frank K. Kavanaugh at the Capitol, first occupied in 1910, in which the whole rear portion is given over to the state library from basement to attic. The state archives we understood to be stored on this upper floor, but it is hoped they may be made more accessible later. Governor Stanley received his visitors most affably and was induced to tell the story of his remarkable achievement at Murray last January, where he went unarmed and without troops to stay a lynching. . . .

The small delegation which visited Lexington on Thursday morning were most hospitably received by Denny B. Goode, secretary of the local Board of Commerce, who personally conducted them about the bustling and enterprising little city, whose well-paved streets and air of thrift were most appreciated. The Hotel Phoenix there proved surprisingly excellent, and thence the visitors were taken to the courthouse with the statues near by of famous Southerners; to the delightful Public Library, with the park playground adjoining at the rear; to the Transylvania College, with which Henry Clay was associated; to one of the trotting farms and the historic trotting track of the Kentucky Racing Association; to the warehouses for the

storage of loose leaf tobacco, of which Lexington exports \$7,000,000 worth a year; thence to the Colleges of Agriculture and Engineering and other buildings. The visitors were equally delighted with the city and its homes and surroundings, and with the hospitality offered them, and chiefly regret that no more of the A. L. A. members could enjoy this happy experience.

Some fourteen or fifteen made a stop-over, though by different trains at the Greenbrier, in White Sulphur Springs, on the Chesapeake & Ohio main line, and enjoyed the spacious and delightful hostelry, the motor ride over the divide of the Alleghanies from West Virginia into Virginia, and the park and golf links, which are an adjunct to the hotel. Mr. Faxon was one of this party and it was unanimously voted, that as the Greenbrier and its adjunct the old White Hotel could accommodate at least 1,000 persons with numerous spacious meeting rooms, the A. L. A. should some day arrange for its conference 2,000 feet up in this heart of the Virginia Alleghanies. From this point, the remainder of the conference dispersed to their respective homes.

REPORTS OF SECRETARY, TREASURER, TRUSTEES OF ENDOWMENT FUNDS, PUBLISHING BOARD AND COMMITTEES

SECRETARY'S REPORT

The past year has been a busy but uneventful one at the executive office. The usual routine work has been performed and its accomplishment calls for no detailed recital. The work grows in bulk with the years; we are busier each year than the year before. This however is proper and we should be sorry to report conditions otherwise.

Chicago Headquarters—The association continues to be the recipient of the generosity of the board of directors and librarian of the Chicago Public Library. For another twelve months we have been pro-

vided with commodious, comfortable and altogether adequate quarters in the main library building, and as the years increase in which we report this truly magnanimous treatment the appreciation of all members of the Association must increase in proportion.

Membership—When the 1916 Handbook went to press there were 3,188 members of the Association. Since then there have been additions as follows: New personal members, 150; former personal members rejoining, 24; new institutional members, 37; former institutional members rejoining, 3; total, 214 (as against 152 for same

period last year). Six personal members became life members (same number as last year). An extensive campaign for new members, especially institutional, was conducted during the winter with fairly satisfactory results. Many libraries and librarians are not yet members of the national association who should be, but it seems a slow and tedious process to persuade a very large number of these that it is distinctly to their advantage to join. The new members acquired each year have to counterbalance a large number who for one reason or another allow their membership to lapse, so that the net growth is disappointingly slow. More money is needed, especially by the various standing and special committees and the only way to meet these needs seems to be through increased membership revenue. Chief librarians who are already members can render a great service by recommending membership to their heads of departments and other staff members who are not members, but whose salaries are such as to warrant them in becoming such. We also need more library trustees in the Association, both for the financial assistance rendered through dues and for their counsel and interest in national library affairs. Here, too, the chief librarians can render a service by urging membership to the members of their boards.

Routine—The routine work of the office remains much the same as reported in previous years, although, as already stated it is steadily increasing in bulk. It seems unnecessary, therefore, to restate it here, especially as the attempt is being made to compass this report in the fewest possible words. Those with curiosity to know what the office finds to do are referred to the reports of the past three or four years.

Recommendations for Positions—A feature of the work at headquarters this year, as heretofore, has been to recommend librarians and library assistants to positions on request of the appointing authorities. Although many are helped in the course of the year the number is small compared with what it should be. As on several previous

occasions we want to remind librarians and trustees of this agency at their disposal to help them find competent assistance. The library schools and the state library commissions are largely utilized, but we wish to call attention to the A. L. A. office as, in the phrase of the reference department, "one more place to look."

Uniform Library Statistics—In February a questionnaire to secure library statistics was sent to about 950 libraries. Returns have been received from about 400. Statistics furnished by a few were too meager to print, but those from about 375 libraries, public, high and normal school, college and university, and various types of special libraries, are appended to and made a part of the secretary's report. The form, drawn by the chairman of the committee on library administration and the secretary, which was used last year is again used here. As the chairman of the A. L. A. Publishing Board and the chairman of the committee on library administration state in their respective reports, it is expected that a library yearbook, issued by the United States Bureau of Education will soon assume definite shape. Uniform library statistics will very properly form a conspicuous part of such a publication. In the May Bulletin the secretary asked the membership for suggestions as to what such a yearbook should contain. What are the thirty or forty most important statistical items which should be included? What features not statistical should be comprised? Very few suggestions have as yet been received. We hope for more. Surely the lack of response does not indicate that librarians would not welcome such a library yearbook.

Committee of One Hundred—The secretary has been appointed by the United States Commissioner of Education a member of the Committee of One Hundred to study the Americanization problem, particularly how foreigners may be helped to understand American conditions and institutions through the evening schools. The committee wishes to study the problem of *effective* evening schools for foreigners and

how best to induce non-English speaking people to attend these schools. The secretary would like to collect information how librarians are assisting the schools in this work, and will be glad to receive any reports, posters, announcements or information of any kind.

Publishing Board—The secretary of the A. L. A. is also secretary of the A. L. A. Publishing Board, and as such devotes a considerable part of his time and efforts to the activities of the Board. The same applies also to other members of the headquarters staff. These facts are set forth in sufficient detail in the report of the Publishing Board presented elsewhere in print and need not be reiterated here.

Library plans and photographs—The collection of library plans and photographs, referred to several times in previous reports and *Bulletins* continues to grow both in size and usefulness. Although not large it is capable of considerable service and we cordially invite librarians to avail themselves of it whether in planning of new buildings, in assembling material for a library exhibit or for any other purpose.

Japanese art panels—At the close of the Panama-Pacific International Exposition the Imperial Japanese Government presented to the American Library Association twenty-three very beautiful art panels which were among the objects exhibited at San Francisco. These panels were water color paintings on silk with ebony frame. They were the work of advanced students in the Tokyo School of Art. Since last October the collection has formed a traveling exhibit, an itinerary covering eighteen libraries of the north-central states having been worked out, each library retaining the exhibit two weeks. The paintings have been highly praised and appreciated where they have been shown. An itinerary covering Eastern libraries will be begun in October of the present year.

Publicity—In addition to assisting the Publicity Committee wherever possible, the secretary has furnished frequent "stories" to the Associated Press, and has

prepared articles for the Philadelphia Public Ledger, Survey, Social Service Review, Wisconsin Library Bulletin, Texas newspapers, and for various yearbooks. The Association and libraries generally need a trained publicity expert who will devote all or a large part of his time to the publicity problems of libraries. Steps to procure such an individual have been considered by the publicity committee, the Executive Board, and other librarians, but no favorable result has yet been reached. A library publicity and advertising conference under the auspices of the Advertising Association of Chicago was held in Chicago, May 25. This was, we believe, the first meeting of this kind in the history of libraries. The executive office was able to assist the committee in charge in a number of respects. Mr. Kerr, chairman, and Mr. Rush, member of the A. L. A. publicity committee, and the secretary were among those on the program.

Field work—During the past year the secretary has addressed the following library schools: Atlanta, Illinois, Pittsburgh, Pratt, Simmons and Western Reserve. He attended and participated in the program of the state library association meetings of Alabama, Kansas-Oklahoma (joint meeting) and Illinois. He addressed the staff of the Public Library of the District of Columbia, the Birmingham (Ala.) Rotary Club, spoke at a "Library Week" meeting at Decatur, the Woman's Club of Elmhurst, Illinois, and attended the spring conference at Atlantic City.

Mr. Carl H. Milam, librarian of the Birmingham Public Library, was appointed official representative of the Association to the meeting of the Mississippi Library Association at Columbus, May 3-4. He delivered an address on "Library service—a look ahead."

The Association was invited to send a delegate to the inauguration of Dr. W. A. Jessup, as president of the University of Iowa, and the president appointed Miss Julia A. Robinson, secretary of the Iowa Library Commission.

Necrology—During the past year, since

we met at Asbury Park, the Association has lost by the hand of death sixteen of its members. This by a strange coincidence is the same number as the year before.

The number includes two library trustees, one of whom having reached the venerable age of ninety-six, was probably the oldest member of our Association; four active heads of libraries; a former treasurer of the Association and for many years active and prominent as a library administrator; and two ex-presidents of the Association, one cut off in what seemed her professional prime, the other passing in the fullness of years after seeing his life work appreciated and its continuity assured; and others who in their respective places of responsibility had performed their duty faithfully and well.

The list is as follows:

BABBITT, Grace E., reference librarian of the Public Library of the District of Columbia, until failing health compelled her resignation a few months ago, died October 29, 1916. She joined the Association in 1907 (No. 4,121) and attended the conferences of 1907, '13 and '14.

CURRAN, Mrs. Mary H., associate librarian of the Bangor (Me.) Public Library since 1913, died February 19, 1917. She had been connected with the Bangor library since 1876, and was librarian from 1888 to 1913. She joined the A. L. A. in 1887 (No. 637) and attended the conferences of 1887, '94, '96, '99, 1901-03, '06, '09-10 and London International, 1897.

CAMP, David N., president of the New Britain (Conn.) Institute Library, died October 19, 1916, at the age of 96. He was one of the best known educators of the state, and had twice served as mayor of New Britain. He joined the Association in 1892 (No. 964) and attended the conferences of 1892, 1902, 1909 and 1913.

CUSTER, Florence B., librarian of the Passyunk Branch of the Philadelphia Free Library, died June 30, 1916. She joined the Association in 1913 (No. 5841) and attended the conference of that year.

GAY, Ernest L., of Boston, librarian of the Society for the Preservation of New Eng-

land Antiquities, died November 25, 1916. He joined the A. L. A. in 1902 (No. 2,476) and attended the conference of that year.

GRISWOLD, Alice Stanton, librarian of the Hartford (Conn.) Medical Society Library, died November 27, 1916. She joined the A. L. A. in 1897 (No. 1,612), but had not been a member continuously from that date. She attended the conferences of 1897 and 1916.

HOPKINS, Anderson Hoyt, for many years prominent in library work, died March 21, 1917. He was successively assistant in the University of Michigan Library, assistant librarian of the John Crerar Library, librarian of the Louisville Free Public Library, and of the Carnegie Library of Pittsburgh. Mr. Hopkins was obliged by ill health to retire from library work in 1908. He joined the A. L. A. in 1893 (No. 1,187) and became a life member in 1907. He was a member of the Council, 1905-09, and treasurer in 1907-08. He attended the conferences of 1893-94, '96, 1900-07. See Public Libraries 22:193; Library Journal 42:371.

LINDSAY, Mary Boyden, librarian of the Evanston (Ill.) Public Library since 1894, died January 25, 1917. She joined the A. L. A. in 1893 (No. 1,207) and attended the conferences of 1893, '96-1905, '07-08, '10 and '16. See Public Libraries, 22:107; Library Journal 42:303.

MANN, Mrs. Louisa van de Sande, wife of Benjamin Pickman Mann, died at her home in Washington, D. C., October 19, 1916. She joined the Association in 1879 (No. 300) and later, with her husband, became a life member. She attended the conferences of 1879, '85, '87, '90, '92, '93, '98, 1906, '07, '09, '12-14, thirteen in all.

MORISON, Mary, trustee of the Peterborough (N. H.) Town Library, and prominent in state social service affairs, died Jan. 7, 1917. She joined the A. L. A. in 1902 (No. 2,607) and attended the conference of 1902.

PLUMMER, Mary Wright, principal of the library school of the New York Public Library, president of the A. L. A. for the year 1915-16, a pioneer in library training, and one of the most prominent library

figures of the country, died September 21, 1916. She had at various times been on important committees, especially in connection with library training, was a member of the Executive Board previous to her term as president, and was second vice-president 1899-1900 and 1911-12. She was elected president of the Association in 1915 and notwithstanding pain and extreme physical weakness performed all the duties of the office for the entire term, even to arranging the Asbury Park Conference program in all its details. Her lowered vitality, however, made it impossible for her to be present and preside at the conference, the success of which was so largely hers. Miss Plummer joined the Association in 1887 (No. 602) and attended the conferences of 1887, '89-93, '96-1905, '07-08, and '12-14, twenty-three altogether. See *Library Journal* 41:727 (editorial), 756-57; and *Public Libraries*, 21:355.

ROSENTHAL, Herman, chief of the Slavonic division of the New York Public Library, died January 27, 1917. He joined the A. L. A. in 1916 (No. 7,228) and attended the conference of that year.

SARGEANT, William Henry, librarian of the Norfolk (Va.) Public Library, died March 23, 1917. He joined the A. L. A. in 1905 (No. 3,269) and attended the conferences of 1906 and '14.

SOUTHWORTH, Myra Frances, librarian of the Brockton (Mass.) Public Library from 1874 to 1897, died December 15, 1916. She joined the A. L. A. in 1878 (No. 179) and attended the conferences of 1879, '87, '89, '92, '95-96, 1900 and the London International of 1897.

UTLEY, Henry Munson, librarian of the

Detroit Public Library from 1885 to 1913 and librarian-emeritus from the latter date, died February 16, 1917, in his eighty-first year. He joined the A. L. A. in 1885 (No. 502) and later became a life member. He was a councillor of the Association from 1887 to '90; a vice-president in 1891; recorder in 1892; a vice-president again in 1893; and president, 1894-95, presiding at the Denver Conference in 1895. He held numerous committee appointments and contributed many papers to various conferences. He attended the following twenty-three conferences: 1885-87, '89-98, 1900-01, '03-06, '08-11, and the London International, 1897. See *Library Journal* 42:190; *Public Libraries* 22:106.

WHITTIER, Florence, for several years past and until failing health compelled her resignation, assistant librarian of the University of Missouri, died in Los Angeles, September 11, 1916. From September, 1909, to September, 1910, she was assistant secretary of the A. L. A., in the newly established office in Chicago. She joined the Association in 1902 (No. 2,547) and attended the conferences of 1902, '05 and '10.

The secretary desires to express his sincere appreciation of the unfailing courtesy and support of every member of the Executive Board and the Publishing Board. He wishes to go further and include the members of the various committees, standing and special, and the membership of the Association as a body. It is a pleasure to serve in such an atmosphere of comradeship and good fellowship.

Respectfully submitted,

GEORGE B. UTLEY, Secretary.

STATISTICS OF LIBRARIES

The following tables, covering a library year ending some time in 1916 or early in 1917, record statistical information under such headings as seem most nearly to apply to the items submitted by the various libraries. For lack of space, there is given

only the maximum number of hours during which the libraries are open each week, shorter hours often prevailing during some portion of the year. In the financial reports, fractional parts of a dollar have been

Continued on page 270.

An asterisk (*) indicates that the figures given are estimated or approximate.
A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

STATISTICS OF

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending, Free ref. Free limited class. Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|------------------------------------|--|--|--------------------|---|---------------------------------------|---------|----------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--|--------------------------------------|--|
| | | | | | Lending | Reading | | | | | | | | |
| Aberdeen, S. D. Mitchell L.... | *14 | F. | 1 | 312 | 11 | 11 | 2 | 26,677 | 7,600 | 7,927 | | | 28,642 | |
| Alameda, Cal. F. p. L..... | *29 | F. | 2 | | 72 | 72 | 6 | 45,000 | 46,470 | 48,982 | | | 157,311 | 117,255 |
| Albany, N. Y. State L..... | | F.l.c. | 9,971 ¹ | 310 | 81 | 81 | 104 | | 409,982 | 425,768 | *150,000 | | 44,544 ¹ | |
| Alfred, N. Y. Alfred Univ. L... | 1 | | | | 40 | 54 | 2 | | 30,000 | 30,450 | | | 5,100 | 500 |
| Allentown, Pa. F. L..... | *65 | F. | 3 | 308 | 72 | 72 | 5 | 50,000 | 8,268 | 10,374 | | | 81,907 | 58,900 |
| Alma, Mich. Alma Coll. L..... | | F.l.c. | | | | | | | 25,743 | 26,437 | | | 4,292 | |
| Amherst, Mass. Amherst Coll.L. | | F.l.c. | | | | 84 | 8 | | 110,844 | 113,554 | | 55,930 | 15,327 | |
| Amherst, Mass. Agr. Coll. L.... | | F. | | 348 | 87 | 87 | | | 48,411 | 52,928 | | | 10,295 | |
| Annapolis, Md. Naval Acad. L.. | | F.l.c. | | 305 | 54 | 54 | | | 55,744 | 56,214 | | | 10,899 | |
| Ansonia, Conn. P. L..... | *16 | F. | 2 | 343 | 75 | 75 | 3 | 57,000 | 21,743 | 23,003 | | | 59,146 | |
| Arlington, Mass. Robbins L.... | 14 | F. | 2 | 304 | 66 | 69 | 6 | 140,782 | 28,435 | 29,131 | | | 54,034 | 39,013 |
| Asbury Park, N. J. P. L..... | *14 | F. | 2 | 313 | 72 | 72 | 4 | | 14,000 | 15,041 | | | 55,729 | |
| Athens, O. Carn. L. of Ohio U. | | F. | | 330 | 53 | 65 | 5 | 135,000 | 42,333 | 43,938 | 20,000 | | 18,636 | |
| Atlanta, Ga. Carnegie L..... | *131 | F. | 41 | 307 | 75 | 79 | 25 | 583,986 | 73,711 | 83,616 | 3,360 | | 422,058 | 270,368 |
| Atlanta, Ga. Ga. Sch. of Tech. | | F.l.c. | | | 66 | 66 | | *25,000 | 10,289 | 10,941 | | | 3,745 | |
| Auburn, Me. P. L..... | 15 | F. | 1 | 306 | 61 | 61 | 3 | 35,000 | 19,829 | 20,838 | 2,737 | | 53,476 | 41,042 |
| Auburn, N. Y. Seymour L..... | 37 | F. | 13 | 308 | 72 | 72 | 5 | 50,000 | 27,626 | 28,653 | | 103,845 | 71,097 | 55,960 |
| Aurora, N. Y. Wells Coll. L... | | F.l.c. | | 238 | 75 | 98 | 3 | 58,000 | 26,433 | 28,182 | | | | |
| Baltimore, Md. Enoch Pratt... | 558 | F. | 70 | 345 | 69 | 83 | 132 | | 334,366 | 346,104 | *6,000 | 711,499 | 644,188 | 280,135 |
| Baltimore, Md. Johns Hopkins. | | F.l.c. | | 303 | 54 | 54 | 17 | | 190,814 | 196,864 | | | | |
| Baltimore, Md. Peabody Inst.. | *600 | F.r. | 1 | 302 | | 81 | 11 | | 187,139 | 191,824 | 32,435 | | | |
| Bangor, Me. P. L..... | *25 | F. | 5 | 305 | 72 | 72 | 13 | 271,800 | 433,323 | 50,498 | | | 84,382 | 56,375 |
| Beaver Falls, Pa. Carnegie f. L. | *13 | F. | 5 | 307 | 11 | 11 | 3 | 94,000 | 12,335 | 13,035 | | | 37,002 | 277 |
| Belfast, Me. F. L..... | 4 | F. | 4 | 306 | 18 | 28 | 3 | 12,000 | 17,462 | 17,769 | | | 26,422 | 16,742 |
| Berkeley, Cal. P. L..... | *65 | F. | 23 | 362 | 78 | 78 | 21 | | 55,188 | 60,470 | | | 343,339 | 19,722 |
| Berkeley, Cal. Univ. of Cal. L.. | | F.l.c. | | | | 92 | 37 | | 305,110 | 332,884 | | 307,555 | 90,892 | |
| Binghamton, N. Y. P. L..... | 60 | F. | 45 | 305 | 66 | 72 | 12 | 100,000 | 38,995 | 41,719 | | 205,135 | 189,128 | 141,533 |
| Birmingham, Ala. P. L..... | 195 | F. | 16 | 365 | 75 | 75 | 14 | 88,000 | 44,638 | 50,096 | 16,097 | | 256,503 | 166,324 |
| Blacksburg, Va. Va. Poly. Inst. L. | | F. | 2 | 229 | 63 | 63 | 4 | | 26,072 | 27,463 | 76,966 | | 3,829 | |
| Bloomfield, N. J. Jarvie mem. L. | | F.r. | 1 | 308 | 39 | 39 | 2 | | 18,125 | 18,769 | | | 44,663 | 300 |
| Bloomsburg, Pa. P. L..... | 7 | F. | 1 | | 60 | 60 | 2 | | 7,417 | 7,913 | | | 26,705 | 20,968 |
| Bluffton, Ind. P. L..... | 8 | F. | 24 | 347 | 63 | 66 | 3 | 20,000 | 7,573 | 8,757 | 1,460 | | 39,040 | 24,964 |
| Boston, Mass. Bar Assn. L..... | | S. | 1 | 304 | 48 | 48 | 2 | | 12,997 | 13,046 | | | | |
| Boston, Mass. P. L. | *757 | F. | 31 | 358 | 81 | 88 | | *8,000,000 | 1,121,747 | 1,139,682 | ← | | 2,050,238 | |
| Boston, Mass. Simmons Coll. L. | | F.l.c. | | 310 | 45 | 45 | 4 | | 24,263 | 25,974 | | | 29,418 | |
| Boulder, Col. Univ. of Col. L... | | F.l.c. | | 302 | 82 | 82 | 9 | 238,000 | 91,958 | 102,719 | 30,000 | | 27,662 | |
| Bradford, Pa. Carnegie p. L... | 14 | F. | 2 | 308 | 72 | 72 | 4 | 65,450 | | 20,325 | 21,391 | | 100,333 | 74,929 |
| Brockton, Mass. P. L. | 62 | F. | 34 | 306 | 72 | 78 | 12 | 175,000 | 71,416 | 73,882 | | | 231,925 | 157,487 |
| Brookings, S. D. State Coll. L. | | F.l.c. | | 320 | 14 | 14 | 4 | 20,000 | 18,866 | 20,333 | 5,000 | | | |
| Brookline, Mass. P. L..... | *34 | F. | 9 | 357 | 82 | 82 | 20 | 258,500 | 89,663 | 92,649 | | | 231,691 | 142,926 |

LIBRARIES

of the American Library Association)

An arrow (→ or ←) in place of an item indicates that the omitted item is included in the next column toward which the arrow points.
The superimposed small figures refer to notes appended to the table.

| No. of vols. sent to agencies | No. of prints, pictures, etc., lent for home use | Recorded reading room use (total no. of vols used in building) | Registration | | | Regist'n period in years | No. of new- papers and peri- odicals currently received | | No. of persons using library for reading or study | Receipts | | Total | Expenditures for maintenance | | | | | Total |
|----------------------------------|---|--|--------------|----------|--------|--------------------------|--|--------|---|------------------------------|------------|-----------|------------------------------|-------------|----------|--------|--|---------|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Salaries | | Extraordinary expenses (sites, new buildings, additions, etc.) | |
| 24,611 | | | | | 3,032 | | 53 | 53 | | 2,500 | | 2,567 | 326 | 128 | 1,247 | 420 | | 2,868 |
| | | | | | 12,981 | | 164 | 197 | | 12,985 | | 17,796 | 4,084 | 584 | 4,090 | 1,050 | | 11,950 |
| 43,276 | | | | | | | 4,683 | 13,676 | | 175,983 | | 192,697 | †34,826 | ← | 75,690 | | | 148,141 |
| | | | | | | | *100 | *100 | | 100 | 536 | 4,274 | 512 | 153 | 1,200 | 345 | | 2,811 |
| | | | | | 11,103 | 3 | 74 | 74 | | 5,000 | | 8,030 | 1,607 | 120 | 2,617 | 520 | 1,293 | 6,996 |
| | | | | | | | 97 | 97 | | 905 | 92 | 2,242 | 617 | 194 | 680 | 50 | | 1,877 |
| | | 34,138 | | | | | 469 | 469 | | | 7,375 | | 3,499 | 2,027 | 8,840 | | 250,000 | |
| | | | | | | | 679 | 679 | | 6,728 | 540 | 7,269 | 2,292 | 2,165 | | | | 7,270 |
| | | | | | | | 83 | 83 | | | | | | | | | | |
| 738 | | | | | 4,716 | | 78 | 78 | | 4,000 | 849 | 5,859 | 787 | 175 | 2,009 | 624 | 383 | 5,280 |
| 1,171 | | | | | *8,900 | 24 | 124 | 124 | 39,269 | 4,000 | 2,694 | 7,800 | 694 | 304 | 1,408 | 800 | | 7,689 |
| | | | | | 4,304 | | 191 | 191 | | | | | | | | | | |
| | | | 2,161 | 265 | 2,427 | | 194 | 194 | | 2,000 | | 2,030 | 1,266 | 407 | | | | 2,000 |
| 9,258 | | 108,300 | | | 69,752 | 5 | 265 | 265 | 108,300 | 37,702 | | 37,702 | 11,000 | | 11,848 | 1,527 | | 37,702 |
| | | | | | | | 100 | 100 | 28,328 | 2,955 | | 3,112 | 930 | ← | 1,747 | 120 | | 3,066 |
| | | | | | *5,000 | 5 | 90 | 90 | *57,957 | 3,250 | 166 | 4,093 | 1,121 | 120 | 1,190 | 360 | | 3,603 |
| 9,008 | | | | | 5,808 | 3 | 110 | 110 | 10,916 | 6,300 | 1,835 | 8,960 | 1,610 | 273 | 3,040 | 900 | | 8,960 |
| | | | | | | | 157 | 157 | | | | | 2,214 | 487 | 2,707 | 346 | | 6,590 |
| 48,154 | | 67,311 | | | 44,795 | 3 | 543 | 543 | | 52,000 | 50,000 | 105,114 | 16,530 | 3,098 | 58,345 | ← | | 108,379 |
| | | | | | | | | | | | | | 4,988 | 5,571 | 14,257 | | | 30,549 |
| | | 94,548 | | | | | | | | | 22,229 | 22,488 | 8,610 | ← | 11,072 | | | |
| | | | 3,819 | 1,314 | 5,133 | 1 | 278 | 278 | | 13,830 | 8,825 | 36,554 | 2,172 | 508 | 7,899 | 1,472 | 6,130 | 20,657 |
| | | | | | 2,822 | | 103 | 103 | 22,983 | 4,439 | | 4,439 | 816 | 214 | 1,979 | 669 | | 4,439 |
| 592 | 704 | | | | 1,868 | 1 | 52 | 52 | | 93 | | 2,696 | 337 | 109 | 710 | 180 | | 1,728 |
| | 2,851 | | | | 13,010 | 2 | 353 | 646 | | 27,084 | | 38,545 | 6,547 | 928 | 15,626 | 1,852 | | 32,419 |
| | | | | | | | | | | | | 79,020 | | | | | | |
| 36,299 | 3,506 | 47,104 | 17,920 | 4,924 | 22,844 | 3 | 131 | 131 | 63,111 | 14,200 | | 15,118 | 3,453 | 479 | 6,378 | 720 | | 13,979 |
| 2,165 | | | | | 29,986 | 5 | 455 | 696 | 144,674 | 1,532,954 | | 2,125,537 | 6,144 | 735 | 9,645 | 736 | | 20,597 |
| 116 | | | | | | | 187 | 187 | 29,652 | | | 1,540 | 195 | 195 | | | | 1,382 |
| | 2,780 | | | | | | | | | | 3,086 | 5,020 | 1,606 | ← | 1,260 | 431 | 444 | 4,676 |
| | | | | | 3,663 | 7 | 52 | 52 | | 1,000 | 132 | 3,015 | 397 | 51 | 1,120 | 10 | | 2,340 |
| 6,537 | | | | | 3,439 | | 93 | 93 | 15,460 | 5,415 | | 7,796 | 854 | 170 | 2,097 | 288 | | 4,355 |
| | | | | | | | 23 | 23 | | | 1,181 | 9,820 | 1,311 | | 1,194 | | 435 | 5,624 |
| | | 56,690 | 47,635 | 104,325 | | 2 | 1,697 | 2,886 | | 409,080 | 21,542 | 471,004 | 37,919 | 8,462 | 212,801 | 50,957 | 89,715 | 506,988 |
| | | | | | | | 182 | 182 | 1,528 | 3,000 | | | 2,600 | ← | | | | |
| | | | | | | | 840 | 840 | | 15,248 | | 15,873 | 6,337 | 1,270 | 6,389 | | | 15,143 |
| | | 5,426 | 1,709 | 7,135 | | 3 | 121 | 126 | | 5,000 | | 5,848 | 895 | 237 | | | | 5,788 |
| | | | | | 13,881 | 3 | 207 | 354 | | 24,500 | 185 | 24,685 | 4,716 | 861 | 10,058 | 2,021 | 680 | 24,676 |
| | | | | | | | 150 | 150 | | 3,080 | | | 822 | 358 | 1,620 | | | 3,080 |
| 7,954 | 4,648 | | 8,784 | 2,130 | 10,914 | 2 | 220 | 378 | | 33,400 | 496 | 34,637 | 5,353 | 998 | 18,023 | 3,301 | | 34,636 |

An asterisk (*) indicates that the figures given are estimated or approximate.
A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

STATISTICS OF

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending, Free ref. Free limited class. Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|-----------------------------------|--|--|--------------------|---|---------------------------------------|---------|----------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--|--------------------------------------|--|
| | | | | | Lending | Reading | | | | | | | | |
| Brooklyn, N. Y. Com. H. S. l. | | F.l.c. | | 193 | 39 | 39 | 2 | | 4,500 | 4,954 | 570 | | 5,256 | |
| Brooklyn, N. Y. Pratt Inst. f. l. | | F. | | 307 | 75 | 75 | 22 | | 109,098 | 112,244 | | | 226,859 | 117,237 |
| Brooklyn, N. Y. P. l. | *1,928 | F. | 465 | 366 | 87½ | 91 | 385 | | 862,112 | 873,792 | | | 5,349,382 | 3,603,694 |
| Brunswick, Me. Bowdoin Coll. l. | | F.l.c. | | 347 | 69 | 75 | 5 | 532,698 | 113,418 | 115,789 | | | | |
| Bryn Mawr, Pa. B. M. Coll. l. | | F.l.c. | | 341 | 92 | 92 | 9 | | 77,221 | 80,778 | 4,025 | 24,811 | | |
| Buffalo, N. Y. Grosvenor l. | 468 | F.r. | | 356 | | 82 | 10 | | 101,091 | 105,711 | 19,500 | | | |
| Buffalo, N. Y. P. l. | 468 | F. | 505 | 366 | 72 | 82 | 97 | 1,565,000 | 342,144 | 355,021 | 40,824 | | 1,720,494 | 918,595 |
| Burlington, Ia. F. p. l. | 24 | F. | 10 | 306 | 72 | 72 | 5 | 105,000 | 39,278 | 40,714 | | | 112,116 | 64,99 |
| Butte, Mont. F. p. l. | *90 | F. | 18 | 356 | 72 | 84 | 10 | 200,000 | 52,278 | 54,137 | | | 164,584 | 115,492 |
| Cairo, Ill. P. l. | 17 | F. | 2 | 327 | 72 | 81 | 2 | 50,000 | 19,842 | 20,577 | | | 58,582 | 36,627 |
| Calumet, Mich. C. & H. Mfg. Co. | | F. | 2 | 355 | 48 | 60 | 11 | | 42,120 | 44,319 | | | 160,371 | 95,816 |
| Cambridge, Mass. Epis. Th. Sch. | | F.l.c. | | | | | 2 | 35,000 | 17,980 | 18,754 | | 1,562 | | |
| Cambridge, Mass. P. l. | | F. | 6 | 355 | 72 | 79 | 34 | | 102,905 | | | | 385,169 | |
| Cambridge, Mass. Radcliffe Coll. | | F.l.c. | | | 55½ | 55½ | | | 35,323 | 37,859 | | | 36,580 | |
| Cape Girardeau, Mo. State Nor. | | F. | | 288 | 60 | 60 | 3 | | 11,974 | 12,539 | 12,270 | | 34,600 | |
| Carlisle, Ind. P. l. | 3 | F. | 1 | 309 | 37 | 37 | | | 1,817 | 2,009 | 912 | | 7,887 | 4,009 |
| Carnegie, Pa. A. Carnegie f. l. | *15 | F. | 5 | 362 | 72 | 75 | 4 | 225,000 | 14,301 | 16,062 | | | 39,761 | |
| Carthage, Mo. P. l. | 9 | F. | 1 | | 72 | 72 | 3 | | 9,079 | 9,675 | | | 45,974 | 33,233 |
| Cedar Rapids, Ia. P. l. | *43 | F. | 44 | 364 | 72 | 84 | 9 | 110,000 | 35,252 | 37,103 | | | 216,722 | 131,182 |
| Charleston, S. C. L. Society | | S. | | 312 | 10¼ | 10¼ | 4 | | *46,000 | 47,207 | *12,851 | | 41,989 | 31,428 |
| Charlotte, N. C. Carnegie l. | 34 | F. | 1 | 309 | 54 | 58 | 3 | 80,000 | 8,216 | 9,087 | | | 54,069 | 42,58 |
| Chelsea, Mass. P. l. | 43 | F. | 1 | 302 | 66 | 66 | 7 | 73,000 | 17,524 | 18,334 | | 101,893 | 98,521 | 75,052 |
| Chester, Pa. Crozer Theol. Sem. | | F. | 1 | 304 | 64 | 64 | 2 | | | *28,000 | | 7,271 | 3,150 | |
| Cheyenne, Wyo. Carnegie p. l. | 14 | F. | 1 | 344 | 60 | 64 | 3 | 50,000 | 14,000 | 14,842 | | | 39,951 | 33,560 |
| Chicago, Ill. John Crerar l. | | F.r. | 1 | 313 | | 78 | 56 | 5,453,867 | 353,394 | 368,508 | 133,704 | 184,800 | 1,621 | |
| Chicago, Ill. Newberry l. | | F.r. | 1 | 308 | | 78 | 29 | | 358,028 | 365,054 | ← | | | |
| Chicago, Ill. P. l. | *2,500 | F. | 348 | 363 | 69 | 87 | 452 | | 627,619 | 701,059 | | | 5,585,835 | |
| Chicopee, Mass. P. l. | 30 | F. | 4 | 306 | 48 | 48 | 8 | 75,000 | 35,805 | 38,821 | | | 99,186 | |
| Chillicothe, O. P. l. | *40 | F. | 10 | 309 | 72 | 72 | 4 | 61,000 | *35,000 | *36,400 | | | 90,144 | 39,236 |
| Cincinnati, O. Cin. Hosp. l. | | F.l.c. | | 306 | 78 | 78 | 3 | | 20,101 | 24,658 | 7,127 | | 1,416 | |
| Cincinnati, O. P. l. | *500 | F. | 224 | 358 | 65 | | 155 | 1,600,000 | 487,088 | 510,138 | 106,404 | | 1,713,134 | 986,347 |
| Cleveland, O. P. l. | 674 | F. | 294 | 365 | 81 | 89½ | 382 | 1,341,791 | 542,992 | 555,064 | | | 3,244,908 | 1,392,788 |
| Cleveland, O. West. Res. Un. l. | | F.l.c. | | 307 | 60 | 60 | 9 | | 83,951 | 87,137 | | | 11,908 | |
| Clinton, Ia. F. p. l. | 26 | F. | | 364 | 72 | 75 | 6 | 45,000 | 20,180 | 23,447 | | | 106,062 | 64,608 |
| Colo. Springs, Colo. Colo. Coll. | | F.l.c. | | 300 | 60 | 60 | | 50,000 | 69,912 | 72,495 | *40,000 | 190,000 | 14,400 | |
| Colo. Springs, Colo. P. l. | 29 | F. | 3 | 355 | | | 5 | 70,000 | 28,002 | 29,471 | | | 106,135 | 68,380 |
| Columbia, Mo. Univ. of Mo. l. | | F. | | 350 | 79¼ | 82¼ | 15 | | 148,116 | 153,738 | *20,500 | | | 37,000 |
| Columbus, O. Ohio State l. | | F. | | 306 | 54 | 54 | 18 | | 179,285 | 187,867 | | | 102,755 | |
| Concord, Mass. F. p. l. | | F. | 2 | 304 | 72 | 72 | 3 | | 44,249 | 45,373 | | | 49,992 | 33,561 |
| Council Bluffs, Ia. F. p. l. | 31 | F. | 12 | 305 | 75 | 79 | 8 | 100,000 | 29,914 | 32,608 | | | 170,923 | 96,311 |
| Dallas, Tex. P. l. | *120 | F. | 20 | 365 | 66 | 83 | 18 | 350,000 | 51,972 | 54,469 | | | 161,058 | 111,205 |
| The Dalles, Ore. Wasco Co. l. | 16 | F. | 61 | 360 | 66 | 70 | 4 | 10,000 | 9,967 | 11,715 | | | 58,423 | |

LIBRARIES

of the American Library Association)

An arrow (→ or ←) in place of an item indicates that the omitted item is included in the next column toward which the arrow points.
The superimposed small figures refer to notes appended to the table.

| No. of vols. sent to agencies | No. of prints, pictures, etc., lent for home use | Recorded reading room use (total no. of vols. used in building) | Registration | | | Regist'n period in years | No. of news- papers and periodicals currently received | | No. of persons using library for reading or study | Receipts | | Total | Expenditures for maintenance | | | | Extraordinary expenses (sites, new buildings, additions, etc.) | Total |
|----------------------------------|---|---|--------------|----------|---------|--------------------------|---|--------|---|------------------------------|------------|-----------|------------------------------|-------------|--------------------|--------------------|--|---------|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Salaries | | | |
| | | | | | | | | | | | | | | | Library service | Janitor service | | |
| | | | | | 1,992 | 25 | 25 | 29,620 | | | | | 372 | | 2,355 | | | |
| | 8,741 | | | | 54,020 | 2 | 418 | 418 | 80,818 | | | | 6,138 | 903 | 25,314 | | | |
| | | | | | 348,631 | | 889 | | | 470,600 | 4,055 | 644,473 | 92,514 | 8,846 | 251,206 | 35,133 | | 513,651 |
| | | | | | | | | | | 4,900 | 4,726 | 9,661 | 3,194 | 807 | 3,793 | 671 | | 9,661 |
| | | | | | | | 725 | 725 | | 5,000 | 552 | 7,699 | 4,557 | 1,720 | | | | |
| | | | | | | | 358 | 358 | | 30,100 | 1,237 | 101,019 | 5,151 | 655 | 10,969 | 1,200 | | 26,439 |
| | | | | | 134,875 | 3 | | | | 120,600 | 4,194 | 139,275 | 29,213 | 2,352 | 67,051 | 7,767 | | 133,071 |
| 3,146 | | | 3,918 | 2,917 | 6,835 | 4 | 127 | 131 | | 9,759 | 180 | 10,245 | 2,629 | 220 | 4,106 | 744 | | 9,810 |
| | | | 8,178 | 4,520 | 12,698 | | 286 | 286 | | 27,502 | | 43,374 | 4,358 | 964 | 12,593 | 3,692 | | 28,347 |
| | 13,948 | | | | 2,803 | | 90 | 90 | | 4,275 | | 6,136 | 587 | 158 | 1,919 | 514 | 1,097 | 5,909 |
| | 9,022 | | | | 9,600 | | 166 | 333 | 84,304 | | | | | | | | | |
| | | | | | | | 26 | 26 | | 421 | 901 | 1,334 | 1,300 | | | | | |
| | | | | | | 4 | | | | 39,030 | | 39,030 | 8,567 | 961 | 20,199 | | | 38,577 |
| | | | | | | | | | | 2,000 | | 4,187 | 2,052 | 248 | | | | |
| | 61,003 | | | | 1,599 | | 250 | 250 | | | | | | | | | | |
| | | | | | | 3 | 21 | 21 | | 1,364 | | 1,668 | 40 | 40 | 740 | 180 | 39 | 1,065 |
| | | | | | 4,062 | 5 | 113 | 113 | 92,065 | | 9,700 | 10,000 | 1,591 | 319 | 3,115 | 800 | | 8,935 |
| | | | | | | | 87 | 87 | | 3,522 | | 5,849 | †1,041 | ← | 1,765 | | | 3,576 |
| 9,118 | 764 | | 9,591 | 3,306 | 12,897 | 4 | 210 | 210 | | 16,308 | | 20,724 | 4,141 | 374 | 7,485 | 1,089 | | 16,878 |
| | | | | | 755 | | 89 | 89 | | | 2,454 | 5,380 | †2,270 | ← | 2,100 | 300 | | |
| | | | | | 7,495 | 5 | 72 | 72 | 27,037 | 4,333 | | 4,890 | 975 | 158 | 2,130 | 500 | | 4,835 |
| | 3,556 | | | | | 5 | 125 | 125 | | 8,009 | 471 | 9,515 | 1,059 | 211 | 5,061 | ← | | 9,010 |
| | | | | | 204 | | 154 | 154 | | | | | 533 | 270 | 2,979 | | | |
| | | | | | | | 76 | 76 | | 5,500 | | 6,538 | 1,570 | 179 | 2,165 | 840 | 60 | 5,749 |
| | 183,179 | | | | | | 3,882 | 3,914 | 158,834 | | 233,291 | 234,644 | 13,860 | 5,008 | 63,408 | 4,540 | 18,000 | 195,412 |
| | 112,111 | | | | | | 777 | 777 | 63,189 | | 118,048 | 118,048 | 16,874 | 1,662 | 42,437 | ← | 6,291 | 109,441 |
| | | | | | 289,504 | 3 | | | | 570,412 | | 577,394 | 93,987 | 9,652 | 312,319 | ← | | 552,658 |
| | | | | | 7,500 | 5 | | | | 8,500 | 200 | 8,700 | 2,276 | 455 | 3,501 | 374 | | 8,700 |
| | | | | | 10,128 | | 95 | 95 | | 2,966 | | 4,160 | 944 | 154 | 2,332 | | | 4,030 |
| | | | | | | | 243 | 243 | 5,525 | | | | | | | | | |
| 48,325 | 659,521 | | 68,589 | 33,842 | 102,431 | 3 | 1,414 | 2,354 | | 182,936 | 2,745 | 199,173 | 35,045 | ← | 93,673 | 30,620 | 1,920 | 198,664 |
| 85,680 | 8,626 | | 109,849 | 70,225 | 180,104 | 3 | 1,294 | 3,056 | 2,059,853 | 413,807 | | 2,642,709 | 45,076 | 7,553 | 195,959 | 60,090 | 37,151 | 459,124 |
| | | | | | | | 477 | 477 | | 12,581 | 876 | 14,039 | †5,388 | ← | 6,531 | | | 12,310 |
| | 11,434 | | | | 10,122 | 5 | 154 | 154 | | 9,993 | | 16,381 | 3,442 | 240 | 3,967 | 787 | | 12,258 |
| | | | | | 1,000 | | 230 | 230 | 148,550 | | | | 1,484 | 870 | 3,400 | 600 | | |
| | 1,099 | | | | | | 225 | 225 | | 9,200 | | 9,200 | 1,354 | 546 | 3,943 | 950 | | 8,645 |
| | | | | | | | 1,400 | 1,400 | | | | | 8,000 | 2,500 | 12,705 | 840 | | |
| | | | | | 17,615 | | 330 | 330 | | 33,838 | | 33,838 | 9,000 | ← | 19,700 | 1,300 | | 33,838 |
| | | | | | 2,246 | | 109 | 109 | | 4,947 | 2,996 | 8,237 | 2,102 | 168 | 2,450 | 476 | 10,184 | 17,139 |
| 4,085 | | | | | 11,338 | 3 | 135 | 135 | | 14,802 | | 22,575 | 3,563 | 243 | 6,352 | 1,010 | | 2,304 |
| | | | | | 25,609 | 5 | 250 | 250 | | 19,500 | | 21,574 | 2,490 | 469 | 6,729 | 947 | 6,132 | 21,552 |
| | | | | | 3,392 | 3 | 90 | 90 | 18,974 | 4,675 | | 6,382 | 1,493 | 159 | 2,981 | 480 | | 6,745 |

An asterisk (*) indicates that the figures given are estimated or approximate.
A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

STATISTICS OF

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending; Free ref. Free limited class. Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use, and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|---|--|--|--------------------|---|---------------------------------------|---------|----------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|---|--------------------------------------|--|
| | | | | | Lending | Reading | | | | | | | | |
| Dalton, Mass. F. p. l..... | 3 | F. | | 306 | 36 | 36 | 3 | | 11,203 | 11,608 | | | 31,163 | 24,863 |
| Danbury, Conn. L..... | 23 | F. | | 306 | 72 | 75 | 4 | 161,226 | 22,778 | 23,906 | | | 84,528 | 69,599 |
| Davenport, Ia. P. l..... | 48 | F. | 18 | 363 | 72 | 76 | 11 | 150,000 | 42,669 | 46,991 | | | 225,008 | 142,528 |
| Dayton, O. P. l..... | 150 | F. | 232 | 304 | 75 | 75 | 55 | 165,000 | 74,682 | 84,915 | | | 284,840 | 147,802 |
| Decatur, Ill. F. p. l. ² | *40 | F. | | 281 | 72 | 76 | 9 | 100,000 | 35,650 | 37,168 | | 117,836 | 107,828 | 74,397 |
| Denton, Tex. Col. of Ind. Arts..... | | F.l.c. | | | 53¼ | 53¼ | 1 | | 3,363 | 5,149 | | | | |
| Denver, Colo. P. l..... | 266 | F. | 32 | 360 | 76 | 79 | 38 | | 177,370 | 186,748 | 4,767 | 1,111,357 | 720,621 | 397,490 |
| Derby, Conn. P. l..... | 9 | F. | 2 | 303 | 72 | 75 | | | 18,510 | 19,285 | | | 56,034 | 36,495 |
| Des Moines, Ia. P. l..... | 105 | F. | 55 | 363 | 72 | 76 | 29 | | 87,086 | 94,089 | 7,151 | 528,404 | 349,421 | 114,950 |
| Detroit, Mich. P l..... | *740 | F. | 101 | 363 | 72 | 72 | 128 | 1,422,310 | 329,675 | 350,492 | 2,473 | | 1,504,000 | 801,401 |
| Dexter, Me. Town l..... | *4 | F. | 2 | | 35 | 35 | 2 | | 12,539 | 12,831 | | | 26,672 | 22,855 |
| Dubuque, Ia. Carnegie-Stout l..... | | F. | 17 | 307 | 72 | 75 | 7 | | 37,786 | 36,691 | | 107,781 | 94,334 | 63,147 |
| Duluth, Minn. P. l..... | *100 | F. | 34 | 363 | 79 | 82 | 20 | 246,498 | 67,623 | 70,630 | | | 236,166 | 147,150 |
| Dunkirk, N. Y. F. l..... | 18 | F. | 2 | 306 | 66 | 66 | 3 | 90,000 | 12,653 | 12,998 | | | 63,163 | 13,313 |
| Durham, N. H. State Coll. l..... | | F.l.c. | | | 65 | 78 | | | 31,793 | 32,946 | | 28,145 | 14,675 | |
| East Orange, N. J. F. p. l..... | | F. | | 309 | 72 | 72 | 21 | 206,133 | 46,836 | 48,411 | 2,778 | | 223,847 | 146,794 |
| El Paso, Tex. P. l..... | 70 | F. | 4 | 306 | 72 | 76 | 4 | 63,531 | 11,786 | 12,044 | | 74,154 | 52,743 | 10,347 |
| Elkhart, Ind. Carnegie p. l.... | *23 | F. | 10 | 308 | 72 | 66 | 5 | *60,000 | 24,401 | 25,977 | 3,573 | | 90,214 | 63,553 |
| Elmira, N. Y. Steele mem. l.... | 40 | F. | 21 | 306 | 66 | 66 | 3 | 35,000 | 21,834 | 22,947 | 447 | | 79,668 | 63,339 |
| Elwood, Ind. P. l..... | 12 | F. | 16 | 296 | 69½ | 71½ | 2 | 34,000 | 12,794 | 13,007 | | | 43,455 | 32,954 |
| Emporia, Kas. F. l..... | 15 | F. | 2 | 348 | 72 | 76 | 4 | | 14,800 | 15,800 | | | 47,109 | |
| Endicott, N. Y. F. l..... | *8 | F. | 1 | 334 | 45½ | 48½ | 2 | 4,000 | 1,939 | 2,823 | | | 32,595 | 22,849 |
| Englewood, N. J. F. p. l..... | 11 | F. | 2 | 303 | 57 | 57 | 4 | 45,000 | 15,200 | 16,074 | *500 | | 43,285 | 26,189 |
| Erie, Pa. P. l..... | *90 | F. | 19 | 363 | 60 | 78 | 11 | | 54,463 | 59,176 | | 200,698 | 199,172 | 133,959 |
| Evanston, Ill. N. W. Univ. l.... | | F.l.c. | | 309 | 84 | 84 | 15 | | 102,874 | 107,565 | 73,700 | | 10,164 | |
| Evanston, Ill. P. l..... | 28 | F. | 2 | 348 | 75 | 82 | 9 | 165,000 | 52,056 | 53,553 | | 115,716 | 109,198 | 68,895 |
| Evansville, Ind. P. l..... | *100 | F. | | 364 | 76 | 76 | 17 | *85,000 | 24,480 | 34,327 | 117 | | 236,784 | 127,053 |
| Eugene, Ore. P. l..... | *13 | F. | 1 | 359 | 70 | 74 | 2 | 30,000 | 7,084 | 8,501 | 620 | | 41,667 | |
| Eugene, Ore. Univ. of Ore. l.... | | F. | | 311 | 81¼ | 81¼ | | | 58,589 | 67,969 | | 92,829 | | 30,071 |
| Exeter, N. H. P. l..... | 34 | F. | 1 | | 36 | 36 | 3 | 21,500 | 18,910 | 19,563 | | | 34,061 | 18,349 |
| Fairhaven, Mass. Millicent l.... | 6 | F. | 4 | 366 | 84 | 84 | 6 | 125,000 | 22,596 | 22,909 | | | 54,081 | 35,260 |
| Fall River, Mass. P. l..... | 124 | F. | 4 | 305 | 72 | 72 | 21 | | 94,289 | 96,880 | | | 231,189 | 105,674 |
| Fargo, N. D. N. D. Ag. Coll. l.... | | F. | | 256 | | | 3 | 25,000 | 25,280 | 26,842 | 1,969 | | | |
| Fitchburg, Mass. P. l..... | 39 | F. | 12 | 349 | 72 | 75½ | 5 | 188,436 | 58,565 | 59,835 | | 93,644 | 90,832 | 57,851 |
| Flagstaff, Ariz. No. Ariz. N. S..... | | F.l.c. | | 278 | 43 | 43 | 2 | 4,000 | 3,673 | 3,969 | 711 | | | 917 |
| Fond du Lac, Wis. P. l..... | *20 | F. | 3 | 293 | 72 | 75 | | | 23,090 | 20,769 | 2,245 | | 67,859 | 48,337 |
| Fort Collins, Colo. P. l..... | 11 | F. | 1 | 354 | 66 | 69½ | 2 | 27,800 | 11,088 | 11,717 | | 46,017 | 39,217 | 29,927 |
| Fort Dodge, Ia. F. p. l..... | | F. | 8 | 307 | 75 | 78 | 4 | 50,000 | 16,334 | 17,504 | | | 62,559 | 43,381 |
| Fort William, Ont..... | 18 | F. | 1 | 358 | 72 | 81 | 6 | | 17,632 | 20,091 | | | 89,167 | 57,375 |
| Fox Lake, Wis. P. l..... | 1 | F. | 1 | 178 | 18 | 18 | 1 | | 2,545 | 2,706 | | | 10,205 | 6,055 |

LIBRARIES

of the American Library Association)

An arrow (→ or ←) in place of an item indicates that the omitted item is included in the next column toward which the arrow points.
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| No. of vols. sent to agencies | No. of prints, pictures, etc., lent for home use | Recorded reading room use (total no. of vols. used in building) | Registration | | | Regist'n period in years | No. of news- papers and peri- odicals currently received | | No. of persons using library for reading or study | Receipts | | Total | Expenditures for maintenance | | | | | Extraordinary expenses (sites, new buildings, additions, etc.) | Total |
|----------------------------------|---|---|--------------|----------|---------|--------------------------|--|-------|--|------------------------------|------------|---------|------------------------------|-------------|--------------------|--------------------|---------|--|-------|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Salaries | | | | |
| | | | | | | | | | | | | | | | Library service | Janitor service | | | |
| | | | | | 1,466 | 2 | 67 | 67 | 32,185 | 2,316 | 200 | 2,792 | 368 | 121 | 1,555 | | 462 | 2,782 | |
| 1,794 | 285 | | 3,945 | 973 | 4,918 | 4 | 115 | 115 | | 788 | 1,972 | 11,111 | 1,374 | 150 | 2,609 | 701 | | 10,151 | |
| 6,343 | 5,953 | | 9,230 | 3,018 | 12,246 | 4 | 201 | 227 | | 26,014 | | 46,100 | 5,223 | 500 | 8,068 | 1,819 | | 24,924 | |
| 59,173 | | 81,055 | 18,639 | 9,397 | 28,036 | 2 | 441 | 679 | | 48,688 | | 55,053 | 11,595 | ← | 21,295 | 3,234 | | 54,505 | |
| 1,022 | | | 5,770 | 2,666 | 8,436 | 4 | 260 | 260 | | 11,200 | | 13,244 | 1,909 | 393 | 4,314 | 605 | | 9,592 | |
| | | | | | | | 89 | 89 | | 4,500 | | 4,500 | 2,500 | ← | | | | | |
| 84,489 | | *390,736 | | | 58,618 | 2 | 497 | 497 | *200,365 | 70,250 | | 82,616 | 12,714 | 1,925 | 29,596 | 10,035 | | 74,070 | |
| | | | | | 6,446 | | 65 | 75 | | 4,000 | 87 | 6,950 | 825 | 144 | 2,443 | 600 | | 5,079 | |
| 8,500 | | 178,983 | | | 18,360 | 4 | 568 | 568 | 88,069 | 32,868 | | 36,850 | 5,829 | 1,061 | 17,358 | 2,879 | | 34,674 | |
| 14,762 | 5,867 | | 68,687 | 40,526 | 109,213 | 3 | 904 | 1,560 | | 248,935 | | 486,271 | 40,341 | 3,746 | 130,638 | 16,295 | 138,092 | 370,047 | |
| | | | | | 1,760 | | 32 | 32 | | 1,420 | 225 | 1,787 | 320 | 49 | 540 | 225 | | 1,787 | |
| 13,447 | | | | | 8,565 | 5 | 161 | 161 | | 10,410 | | 11,465 | 1,214 | 347 | 5,633 | ← | | 10,613 | |
| 3,018 | | | 16,300 | 7,910 | 24,210 | 5 | 160 | 251 | | 24,844 | | 26,242 | 4,946 | 681 | 11,416 | 2,419 | | 26,149 | |
| | | | | | 3,602 | | | | | 3,100 | | 4,409 | 538 | 115 | 1,437 | 480 | | 3,655 | |
| | | 13,470 | | | | | 238 | 238 | | 3,308 | | 3,414 | †1,517 | ← | 1,350 | 114 | | 3,039 | |
| | | | | | | 3 | 296 | 296 | 28,281 | 22,500 | | 24,550 | 3,681 | ← | 12,826 | 2,212 | | 24,048 | |
| | | | 6,531 | 1,611 | 8,142 | | 89 | 89 | | 7,200 | | 7,410 | 1,179 | 470 | 4,052 | | | 7,201 | |
| 1,760 | | | | | 8,432 | | 171 | 171 | | 8,311 | | 11,430 | 1,221 | 349 | 3,299 | 745 | 825 | 7,732 | |
| 619 | | | 7,810 | 2,921 | 10,731 | 3 | 72 | 72 | | 4,600 | 3,096 | 9,313 | 1,349 | 153 | 2,555 | 350 | | 8,797 | |
| 5,870 | | | | | 5,771 | | 104 | 104 | | 4,119 | | 5,523 | 604 | 203 | 1,475 | 420 | | 4,271 | |
| 500 | | | | | 4,047 | 1 | 114 | 114 | | 4,077 | 600 | 4,960 | 1,200 | 220 | 2,560 | ← | | 4,960 | |
| | | | | | 2,673 | | 50 | 50 | | 600 | | 3,665 | 510 | 66 | 1,589 | 158 | | 3,504 | |
| | | | | | 3,111 | | 74 | 74 | | 4,200 | 174 | 7,197 | 810 | 160 | 2,600 | 625 | | 5,225 | |
| 2,500 | | 1,526 | 11,229 | 4,260 | 15,489 | 4 | | | 42,680 | | | | 4,000 | 1,000 | 9,875 | 1,260 | | 20,000 | |
| | | | | | | | | | | | 7,400 | 8,767 | 5,633 | ← | 9,269 | 3,759 | | 20,782 | |
| 6,518 | | | | | 10,932 | 5 | 205 | 205 | 42,240 | 17,789 | 700 | 26,739 | 1,111 | 246 | 7,164 | 1,167 | 446 | 13,142 | |
| | 401 | | 7,007 | 10,659 | 17,666 | 3 | 130 | 351 | 27,731 | 25,787 | | 36,528 | 7,862 | 971 | 9,197 | 1,426 | 2,358 | 25,310 | |
| | | | | | 6,024 | 5 | 83 | 83 | | 1,859 | | 5,116 | 1,344 | 173 | 1,523 | 240 | | 3,870 | |
| | | | | | | | | | | | | | 7,958 | 2,427 | 1,294 | 900 | | 24,139 | |
| | | | | | 7,611 | | 66 | 66 | | 2,350 | 461 | 3,700 | 682 | 168 | 1,172 | 256 | 341 | 3,251 | |
| 513 | | | | | 2,511 | 3 | 118 | 156 | | | 8,350 | 11,903 | 1,532 | 373 | 4,059 | 810 | 1,766 | 10,619 | |
| | | | | | 15,996 | | | | | 34,999 | | 36,301 | 4,354 | 1,029 | 15,556 | 2,997 | | 36,301 | |
| | | | | | | | 336 | 336 | | | | | 1,140 | 553 | 3,180 | 250 | | | |
| | | | | | 6,235 | 3 | 107 | 107 | | 8,914 | 699 | 11,992 | 1,790 | 381 | 4,546 | 945 | | 9,582 | |
| | | | | | 362 | 1 | 60 | 60 | | 2,000 | | 2,000 | 535 | 156 | 1,218 | | | 1,974 | |
| | | | 2,818 | 1,733 | 4,551 | 2 | 62 | 62 | | 6,500 | | 10,488 | 899 | 212 | 2,929 | 732 | 1,198 | 10,488 | |
| | 540 | | | | 4,200 | 3 | 114 | 120 | 25,072 | 3,101 | | 3,537 | 613 | 273 | 1,450 | 153 | | 3,407 | |
| 2,050 | | | | | 6,435 | | 73 | 73 | | 5,860 | | 9,103 | 1,129 | 201 | 2,922 | 562 | | 6,550 | |
| | | | | | 4,781 | | 165 | 165 | | 10,447 | | 12,527 | 1,837 | 417 | 4,031 | 1,321 | 2,448 | 12,332 | |
| | | | 427 | 184 | 611 | 1 | 20 | 20 | | 225 | | 1,475 | 228 | 50 | 122 | | | 498 | |

An asterisk (*) indicates that the figures given are estimated or approximate.
A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

STATISTICS OF

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending, Free ref., Free limited class, Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|--------------------------------------|--|---|--------------------|---|---------------------------------------|---------|----------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--|--------------------------------------|--|
| | | | | | Lending | Reading | | | | | | | | |
| Fresno, Cal. F. p. l..... | 45 | F. | 13 | 360 | 72 | 75 | 10 | | 19,868 | 23,106 | | | 124,311 | 89,399 |
| Galesburg, Ill. F. p. l..... | 22 | F. | | 306 | 72 | 72 | 10 | 125,000 | 46,025 | 47,361 | 29,199 | 171,144 | 104,332 | 66,127 |
| Galveston, Tex. Rosenberg l..... | *50 | F. | 10 | 303 | 72 | 75 | 11 | 895,922 | 56,564 | 59,327 | 35,500 | | 80,375 | 41,840 |
| Gardner, Mass. Heywood mem. | 16 | F. | 12 | 309 | 52 | 60 | 4 | | 16,401 | 16,269 | | | 79,464 | 56,045 |
| Gary, Ind. P. l..... | *55 | F. | 42 | 363 | 85 | 85 | 19 | 126,000 | 53,566 | 64,043 | | | 411,294 | 149,43 |
| Germantown, Pa. Friends' f. l..... | | F. | | 309 | 69 | 69 | | | 29,585 | 30,392 | | | 18,928 | |
| Glencoe, Ill. P. l..... | 3 | F. | 3 | 247 | 24 | 24 | 1 | | 3,807 | 4,280 | | | 11,825 | 8,990 |
| Goshen, N. Y. L. & Hist. Soc. | | F. | 1 | 303 | 17½ | 17½ | 1 | | 3,526 | 3,849 | | | 15,564 | 11,41 |
| Gouverneur, N. Y. Rdg. R. As. | *4 | F. | 1 | 304 | 36 | 36 | 1 | 10,000 | 5,951 | 6,217 | | | 22,828 | 18,434 |
| Grand Forks, N. D. Un. of N. D. | | F.l.c. | | | 75 | 78 | 4 | | 55,843 | 58,915 | 29,700 | | | |
| Grand Rapids, Mich. P. l..... | 112 | F. | 107 | 363 | 75 | 79 | 63 | 541,417 | 160,308 | 171,259 | 4,933 | 500,414 | 457,737 | 222,369 |
| Greene, N. Y. Moore mem. l..... | | F. | 5 | | 36 | 36 | 1 | 127,500 | 6,205 | 6,403 | | | 121,883 | |
| Greenfield, Mass. P. l..... | 12 | F. | 9 | 358 | 72 | 76 | 4 | 40,000 | 32,800 | 33,703 | | | 77,294 | 53,165 |
| Gunnison, Colo. State Nor..... | | F. | | 245 | 47 | 47 | 1 | 6,779 | 5,971 | 7,043 | 2,500 | | 9,924 | |
| Guthrie, Okla. Carnegie l..... | | F. | 1 | 360 | 72 | 76 | 2 | | 8,219 | 8,421 | | | 16,724 | 8,209 |
| Hammond, Ind. P. l..... | 20 | F. | 13 | 359 | | | 5 | 50,000 | 17,295 | 19,667 | | | 66,800 | 35,713 |
| Hanover, N. H. Dart. Coll. l..... | | F.l.c. | | 362 | 84 | 87 | 9 | 235,000 | *134,000 | *138,500 | | | 15,972 | |
| Hanover, N. H. Howe l..... | 2 | F. | 6 | 299 | 48 | 48 | 3 | | 6,173 | 7,317 | 68 | | 26,038 | 20,134 |
| Harrisburg, Pa. P. l..... | *90 | F. | 7 | 308 | 62 | 62 | 9 | 172,738 | 15,380 | 18,505 | | | 122,889 | 93,271 |
| Haverhill, Mass. P. l..... | *50 | F. | | 332 | 76 | 76 | 14 | | *105,000 | 109,362 | | | 202,059 | 142,838 |
| Homestead, Pa. Carnegie l..... | 30 | F. | | 339 | 90 | 90 | 6 | 175,000 | 46,374 | 45,669 | 500 | 135,214 | 101,214 | |
| Honolulu, H. T. L. of Hawaii. | *237 | F. | 133 | 302 | 72 | 79 | 10 | 185,932 | 26,632 | 30,404 | | 94,734 | 88,279 | 52,796 |
| Honolulu, H. T. Oahu Coll. l..... | | F. | 1 | 278 | 44½ | 47 | 2 | | 17,180 | 17,984 | | | 10,986 | |
| Houston, Tex. Lyc. and Carn. l..... | *148 | F. | 26 | 361 | 76 | 76 | | 142,649 | 43,293 | 47,357 | | | 150,955 | 105,177 |
| Hudson, Mass. P. l..... | 6 | F. | 1 | 359 | 37 | 40 | 2 | 20,500 | 11,419 | 11,861 | | | 46,694 | 37,309 |
| Indianapolis, Ind. P. l..... | *300 | F. | 39 | 365 | 54 | 70 | 58 | | 195,143 | 202,798 | | | 701,049 | |
| Indianapolis, Ind. State l..... | | F. | | | 54 | 54 | | | 61,162 | 73,158 | 75,000 | | 11,959 | |
| Ionia, Mich. Hall-Fowler mem. | 7 | F. | 1 | 358 | 72 | 75 | | | 6,789 | 7,473 | | | 30,231 | |
| Iowa City, Ia. P. l..... | | F. | 4 | 360 | 72 | 75½ | 3 | | 15,580 | 16,723 | | | 54,403 | |
| Irvington, N. J. F. p. l..... | *20 | F. | 1 | 305 | 72 | 72 | 2 | | 3,519 | 6,415 | | | 48,309 | 36,023 |
| Ithaca, N. Y. Cornell Univ. l..... | | F.l.c. | | 309 | 88½ | 88½ | 20 | | 460,265 | 474,382 | | 137,139 | 35,507 | |
| Jackson, Mich. P. l..... | *40 | F. | 11 | 307 | 72 | 76 | 11 | *100,000 | 46,816 | 48,423 | | | 170,983 | |
| Jamestown, N. Y. Prendergast l..... | *37 | F. | 1 | | | | 5 | | 24,707 | 25,500 | | | 85,217 | 63,255 |
| Jamestown, N. D. P. l..... | 7 | F. | | | | | 2 | | 5,515 | 6,038 | | | 17,002 | 13,960 |
| Jersey City, N. J. F. p. l..... | 270 | F. | 77 | 364 | 69 | 85 | 65 | 476,310 | 169,951 | 179,225 | | 1,038,200 | 911,264 | 549,949 |
| Joliet, Ill. P. l..... | 35 | F. | | 339 | 72 | 76 | 8 | | 41,549 | 42,664 | 5,858 | | | 82,417 |
| Juneau, Alaska. P. l..... | 4 | F. | | 360 | 64 | 98 | 1 | | 1,550 | 2,446 | | | 70,906 | 67,807 |
| Kalamazoo, Mich. West. S. Nor..... | | F.l.c. | | 231 | 51 | 51 | 4 | | 14,076 | 15,414 | | | | |
| Kankakee, Ill. P. l..... | 16 | F. | 1 | 307 | 72 | 72 | 3 | 30,000 | 11,658 | 10,885 | | | 39,347 | 18,877 |
| Kansas City, Kas. P. l..... | 91 | F. | 21 | 359 | 72 | 75 | 7 | | 25,496 | 27,434 | *500 | | 151,446 | |
| Kansas City, Mo. P. l..... | *300 | F. | | 362 | 91 | 91 | 82 | | 187,020 | 211,471 | | | 720,375 | 438,47 |

LIBRARIES

of the American Library Association)

An arrow (→ or ←) in place of an item indicates that the omitted item is included in the next column toward which the arrow points.
The superimposed small figures refer to notes appended to the table.

| No. of vols. sent to agencies | No. of prints, pictures, etc., lent for home use | Recorded reading room use (total no. of vols. used in building) | Registration | | | Regist'n period in years | No. of news- papers and peri- odicals currently received | | No. of persons using library for reading or study | Receipts | | Total | Expenditures for maintenance | | | | Extraordinary expenses (sites, new buildings, additions, etc.) | Total |
|----------------------------------|---|---|--------------|----------|--------|--------------------------|---|-------|---|------------------------------|------------|--------|------------------------------|-------------|--------------------|--------------------------------|--|---------|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Library service | Salaries Janitor service | | |
| | | | | | 10,563 | 3 | 167 | 167 | 166,966 | 14,134 | | 16,939 | 2,839 | 410 | 5,040 | 1,133 | | 14,394 |
| *1,000 | | 66,812 | | | 6,483 | 4 | 206 | 220 | 178,202 | 8,372 | | 10,378 | 1,429 | 486 | 4,217 | 917 | | 9,056 |
| | 2,228 | | 9,995 | 9,157 | 19,152 | | 399 | 467 | | | 29,159 | | 2,916 | 710 | 11,249 | 2,940 | | 26,440 |
| | | | | | 4,377 | 5 | 99 | 132 | | 4,586 | 2,080 | 8,041 | 1,058 | 294 | 2,351 | 335 | | 7,963 |
| | 22,339 | | 9,095 | 6,659 | 15,754 | | 270 | 496 | 160,469 | 30,303 | | 40,941 | 7,182 | 1,104 | 13,647 | 1,911 | 2,520 | 32,199 |
| | | | | | 3,121 | | 110 | 110 | | | 2,488 | 5,669 | 1,149 | 318 | 1,860 | 99 | | 4,422 |
| 68 | | | 463 | 316 | 779 | 2 | 41 | 41 | 4,876 | 1,697 | | 4,889 | 513 | 80 | 730 | 144 | | 2,177 |
| | | | | | 1,195 | 5 | 35 | 35 | | 500 | | 710 | 256 | 52 | 170 | 22 | | 785 |
| | | | | | 1,831 | 4 | 62 | 62 | 4,723 | 1,000 | 214 | 2,170 | 507 | 90 | 424 | 46 | | 1,319 |
| | | | | | | | | | | | | | 2,391 | ← | 5,340 | 847 | | |
| 19,183 | 734 | 22,760 | 12,361 | 15,711 | 28,072 | 4 | 1,067 | 1,539 | 472,475 | 65,210 | | 85,073 | 9,408 | 2,567 | 35,538 | 2,879 | | 62,718 |
| 347 | | | | | | 3 | | | 5,747 | 100 | 2,224 | 3,703 | 247 | 66 | 823 | 468 | | 2,092 |
| 496 | | | 4,827 | 1,206 | 5,033 | 3 | 126 | 139 | | 7,000 | | 8,100 | 1,455 | 849 | 2,554 | 758 | | 8,100 |
| | | | | | | | 110 | 110 | | | | 2,489 | 910 | 136 | 1,250 | | | 2,489 |
| | | | | | 2,312 | | 60 | 60 | | 1,973 | | 2,146 | 320 | ← | 945 | 300 | | 2,107 |
| 2,259 | | | 1,474 | 3,382 | 4,856 | 3 | 149 | 149 | 33,129 | 8,289 | | 11,525 | 2,551 | 324 | 2,561 | 774 | 351 | 7,859 |
| | | | | | | | 618 | 618 | | | | 23,728 | 5,216 | 2,279 | 10,325 | 332 | | 21,193 |
| | | | | | 1,307 | | 58 | 58 | | | | | | | | | | |
| | | | 10,014 | 3,880 | 13,894 | 5 | 114 | 114 | 39,315 | 4,999 | 5,268 | 14,218 | 3,077 | ← | 5,577 | 660 | 1,142 | 12,831 |
| | 27,725 | | | | 26,948 | 9 | 274 | 378 | | 15,599 | 6,759 | 24,262 | 4,130 | 878 | 9,728 | 1,110 | | 23,875 |
| 13,000 | | | | | 12,528 | 5 | 129 | 129 | | | 16,000 | | 2,533 | 275 | 4,660 | 600 | | 8,700 |
| 12,787 | | | 4,027 | 2,840 | 6,867 | | 157 | 157 | 46,955 | 12,195 | 4,117 | 17,503 | 4,769 | 384 | 8,282 | 980 | 472 | 17,433 |
| | 70 | | | | 520 | | 84 | 84 | | | | | | | | | | |
| 2,146 | | | 14,793 | 4,894 | 19,677 | 5 | 189 | 189 | | 12,000 | 250 | 14,140 | 3,361 | 484 | 5,844 | 815 | | 13,589 |
| | | | | | 2,957 | 3 | 102 | 102 | | 1,900 | | 2,333 | 354 | 97 | 875 | 320 | | 2,333 |
| | | | | | 40,388 | 3 | | | | 96,809 | | | 21,077 | ← | 33,911 | ← | 1,268 | 78,021 |
| | | | | | | | 350 | 350 | 8,305 | 22,900 | | 22,906 | 16,005 | ← | 15,000 | ← | | 22,906 |
| | | | 1,554 | 725 | 2,279 | | | | 14,297 | 3,445 | | 3,697 | 664 | 116 | 1,456 | | | 3,103 |
| 364 | | | | | 5,781 | | 97 | 97 | | 5,806 | | | 1,312 | 423 | 2,339 | 660 | | 6,162 |
| | | | | | 3,514 | 3 | 31 | 31 | | 4,800 | | 5,527 | 2,089 | ← | 1,183 | ← | | 4,370 |
| | | | | | | | | | | | | 24,064 | | | | | | 24,048 |
| 1,050 | | | | | 9,340 | | | | | 12,479 | | 13,847 | 2,624 | 394 | 6,559 | 865 | | 13,347 |
| | | | 6,200 | 2,600 | 8,800 | | 104 | 104 | 14,759 | 100 | 8,374 | 8,956 | 862 | 218 | 3,720 | | | 7,154 |
| | | | | | 3,297 | | 50 | 50 | | 2,217 | | 2,585 | 829 | 109 | 954 | | | 2,217 |
| | | 109,865 | | | 91,173 | | 182 | 456 | 210,755 | 65,095 | | 81,547 | 14,280 | 1,532 | 23,331 | 6,600 | 12,720 | 80,664 |
| | | | | | 9,762 | | 98 | 98 | | 9,235 | 1,374 | 16,602 | 1,909 | 239 | 5,334 | 1,445 | | 12,025 |
| | | | | | 1,570 | 2 | 50 | 50 | | | | | | | | | | 2,100 |
| | | | | | | | 197 | 208 | | | | | 2,450 | 475 | 5,530 | | | |
| | | | 1,277 | 770 | 2,047 | 2 | 67 | 70 | | 3,000 | | 5,250 | 527 | 145 | 1,318 | 840 | | 4,393 |
| 3,100 | | | | | 9,274 | 3 | 160 | 160 | | | | | 2,338 | 267 | 4,800 | 1,871 | | |
| | | | 35,787 | 32,258 | 68,045 | | 1,620 | 1,620 | | | | | 27,655 | ← | 51,985 | | 39,830 | 150,052 |

STATISTICS OF

An asterisk (*) indicates that the figures given are estimated or approximate.
A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending. Free ref. Free limited class. Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|--------------------------------------|--|--|--------------------|---|---------------------------------------|---------|----------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--|--------------------------------------|--|
| | | | | | Lending | Reading | | | | | | | | |
| Kenosha, Wis. Simmons l..... | *33 | F. | 22 | 362 | 75 | 83 | 9 | | 30,144 | 31,775 | 915 | | 149,424 | 85,938 |
| Keokuk, Ia. P. l..... | 15 | F. | 11 | 356 | 69½ | 69½ | 3 | | 23,948 | 24,768 | | | 88,685 | 42,476 |
| Kewanee, Ill. P. l..... | *15 | F. | 19 | 365 | 57 | 60 | 3 | 75,000 | 15,363 | 16,221 | | | 74,987 | 41,587 |
| Kingston, N. Y. City l..... | 26 | F. | 3 | 346 | 69 | 69 | 2 | 45,300 | 8,775 | 9,914 | | | 51,089 | |
| Knoxville, Tenn. Univ. of Tenn. | | F.l.c. | | 250 | 60 | 60 | 3 | | 33,990 | 35,584 | *18,000 | 27,569 | 8,697 | |
| La Fayette, Ind. P. l..... | | F. | 1 | 306 | 66 | 72 | 3 | 15,000 | 27,781 | 29,015 | | | 59,966 | 35,737 |
| La Grande, Ore. P. l..... | *6 | F. | 1 | 358 | 42 | 46 | 1 | 16,700 | 2,763 | 3,026 | | | 20,158 | |
| La Grange, Ill. F. p. l..... | *8 | F. | 1 | 293 | 32 | 32 | 1 | | 7,836 | 8,080 | | | 32,167 | 1,024 |
| La Porte, Ind. P. l..... | *12 | F. | 1 | 326 | 76 | 76 | 2 | | 19,594 | 20,908 | | | 54,088 | 43,227 |
| Laconia, N. H. P. l..... | *13 | F. | 3 | 303 | 72 | 72 | 6 | *100,000 | 22,499 | 23,565 | 23,831 | | 40,775 | 32,785 |
| Lancaster, Pa. Smith mem. l. | *52 | F. | 2 | 303 | 72 | 72 | 4 | | 13,504 | 14,737 | 286 | | 75,385 | 41,752 |
| Laramie, Wyo. Univ. of Wyo. | | F. | | 277 | 44 | 44 | 3 | 100,000 | 36,300 | 39,268 | | | | |
| Lawrence, Kas. F. p. l..... | 12 | F. | 1 | 307 | 63 | 66 | 2 | 28,500 | 13,834 | 14,158 | | | 52,087 | 39,631 |
| Leadville, Colo. P. l..... | *7 | F. | 1 | 362 | 45 | 49 | 2 | | 6,171 | 6,437 | 445 | | 25,667 | 12,979 |
| Leavenworth, Kas. F. p. l..... | 19 | F. | 13 | 362 | 72 | 76 | 3 | 60,000 | 24,549 | 25,619 | | | 74,539 | |
| Lenox, Mass. L..... | | F. | 1 | 307 | | | 2 | | 24,442 | 24,683 | | | 23,558 | |
| Lexington, Ky. Univ. of Ky. l. | | F.l.c. | | | 84½ | 84½ | 2 | 24,327 | 13,530 | 15,018 | *2,500 | | 2,683 | |
| Lincoln, Neb. State l..... | | | | | 48½ | 48½ | 4 | 500,000 | 71,490 | 72,991 | | | | |
| Lincoln, Neb. Univ. of Neb. l. | | F.l.c. | | 309 | 83 | 83 | 19 | 320,000 | 119,489 | 126,687 | *33,000 | | | |
| Long Beach, Cal. P. l..... | 32 | F. | 15 | 364 | 72 | 79 | 16 | 49,000 | 36,934 | 40,819 | | | 324,743 | 198,328 |
| Los Angeles, Cal. Los A. Co. l. | *150 | F. | 129 | | 46 | 46 | 107 | 90,739 | 65,477 | 98,766 | 1,942 | | 546,165 | |
| Los Angeles, Cal. P. l..... | *555 | F. | 114 | 363 | 80 | 80 | 134 | 171,250 | 247,523 | 277,634 | 29,702 | | 2,027,673 | 1,164,900 |
| Louisville, Ky. P. l..... | 237 | F. | 116 | 363 | 82 | 82 | 59 | | 179,345 | 195,424 | 56,599 | | 1,074,360 | 608,546 |
| Lyndonville, Vt. Cobleigh p. l. | 3 | F. | 6 | 305 | 38 | 38 | 1 | | 5,049 | 5,290 | | | 23,945 | 17,718 |
| Lynn, Mass. P. l..... | *102 | F. | 23 | 304 | 72 | 76 | 18 | | 102,302 | 105,719 | 21,537 | 307,203 | 251,085 | 152,694 |
| Macomb, Ill. West. Ill. S. Nor. | | F.l.c. | | 240 | 48 | 48 | 2 | | 15,013 | 16,202 | | 31,920 | | |
| Madison, Wis. F. l..... | | F. | | 342 | 72 | 72 | 11 | 90,000 | 35,779 | 36,489 | | | 193,074 | 105,457 |
| Malden, Mass. P. l..... | 48 | F. | 25 | 304 | 66 | 66 | 14 | 669,951 | 68,238 | 69,604 | | | 209,635 | 147,316 |
| Manchester, Conn. So. Man. f. l. | 13 | F. | 5 | 305 | 30 | 33 | 4 | | 12,338 | 13,148 | | | 50,640 | 38,875 |
| Manchester, N. H. City l..... | 70 | F. | 4 | 304 | 72 | 76½ | 17 | 357,000 | *77,000 | *79,000 | | | 149,494 | 88,523 |
| Manhattan, Kas. Carn. f. p. l. | *10 | F. | 1 | 360 | 50 | 54 | 2 | *15,000 | 7,676 | 8,170 | | | 25,580 | 20,157 |
| Marlborough, Mass. P. l..... | 15 | F. | 1 | 305 | 40 | 60 | 4 | 60,000 | 31,000 | 31,784 | | | 40,166 | |
| Marshalltown, Ia. P. l..... | 16 | F. | | 350 | 71 | 71 | 5 | 82,055 | 16,783 | 18,150 | 4,024 | | 78,393 | 41,371 |
| Martinsville, Ind. P. l..... | *6 | F. | 13 | 307 | 72 | 72 | 2 | 16,500 | 6,102 | 6,925 | | | 34,583 | 26,865 |
| Mason City, Ia. P. l..... | 17 | F. | 9 | 360 | 72 | 78 | 5 | 80,150 | 14,670 | 16,316 | | | 75,112 | 41,594 |
| Massillon, O. McClymonds p. l. | | F. | 7 | 306 | 56½ | 56½ | 2 | | 20,627 | 21,005 | | | 73,075 | |
| Mauch Chunk, Pa. Dimmick l. | 8 | F. | 2 | 305 | 60 | 60 | 3 | | 12,961 | 12,855 | | 30,293 | | |
| Mayville, N. D. State Nor. Sch. | | F.l.c. | | 252 | 43 | 43 | 1 | | 6,049 | 6,361 | *550 | | 12,832 | 1,237 |
| Memphis, Tenn. Cossitt l..... | *150 | F. | | 365 | 75 | 85 | 26 | | 120,263 | 131,532 | | | 504,763 | 320,544 |
| Memphis, Tenn. Goodwyn Inst. | *143 | F.r. | 1 | 313 | | 75 | 4 | | 12,747 | 13,865 | 9,391 | | | |

LIBRARIES

of the American Library Association)

An arrow (→ or ←) in place of an item indicates that the omitted item is included in the next column toward which the arrow points.
The superimposed small figures refer to notes appended to the table.

| No. of vols. sent to agencies | No. of prints, pictures, etc., lent for home use | Recorded reading room use (total no. of vols. used in building) | Registration | | | Regist'n period in years | No. of news- papers and peri- odicals currently received | | No. of persons using library for reading or study | Receipts | | Total | Expenditures for maintenance | | | | | Extraordinary expenses (sites, new buildings, additions, etc.) | Total |
|----------------------------------|---|---|--------------|----------|---------|--------------------------|---|-------|---|------------------------------|------------|---------|------------------------------|-------------|--------------------|--------------------|--------|--|-------|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Salaries | | | | |
| | | | | | | | | | | | | | | | Library service | Janitor service | | | |
| | | | 6,836 | 2,725 | 9,561 | 5 | | | 46,292 | 32,330 | | 46,873 | 2,211 | 308 | 5,983 | ← | | 11,285 | |
| 1,264 | | | | | 5,583 | ... | 84 | 84 | | 4,273 | | 6,130 | 1,091 | 128 | 1,860 | 600 | | 5,435 | |
| | | | 3,645 | 2,164 | 5,809 | 5 | 80 | 80 | | 8,721 | | 9,542 | 1,398 | 154 | 2,405 | 934 | 1,136 | 9,657 | |
| | | | | | 21,788 | 3 | 98 | 98 | | 3,100 | | 4,370 | †1,349 | ← | 2,329 | ← | | 4,501 | |
| | | | | | 1,132 | 4 | 295 | 295 | | 2,000 | 2,302 | 6,337 | 1,235 | 289 | 2,840 | 500 | | 6,337 | |
| | | | | | 3,011 | ... | 94 | 94 | | | | 7,500 | 1,948 | 251 | 2,300 | 600 | | | |
| | | | | | 3,437 | 4 | 54 | 56 | 29,016 | 2,507 | | 3,353 | 504 | 140 | 920 | 301 | | 2,567 | |
| | | | 1,481 | 775 | 2,256 | 5 | 30 | 30 | | 1,250 | | 2,347 | 423 | | 835 | ← | | | |
| | | | | | 2,690 | 2 | 112 | 112 | | 4,431 | | 9,007 | 1,081 | 168 | 1,440 | 720 | | 5,011 | |
| 1,559 | | | | | 7,337 | ... | 166 | 189 | | 2,750 | 3,489 | 6,657 | 1,086 | 228 | 3,189 | | | 6,521 | |
| 69 | | | 5,034 | 1,633 | 6,667 | 1½ | 56 | 56 | 14,762 | 3,000 | 50 | 4,634 | 593 | 44 | 1,550 | | | 3,273 | |
| | | | | | | | | | | | | | 3,000 | | 2,500 | | | | |
| | | | 3,787 | 784 | 4,571 | 2 | | | | 3,950 | 60 | 4,379 | 395 | 236 | 1,504 | 480 | 525 | 4,802 | |
| | | | | | 1,137 | 2 | 58 | 58 | | 1,469 | | 3,022 | 181 | 118 | 1,215 | 280 | | 2,358 | |
| 1,100 | | | | | 4,749 | 3 | 113 | 121 | | 6,933 | | 7,763 | 1,181 | 190 | 2,406 | | | 5,867 | |
| | | | | | 1,306 | | | | | | | | 568 | ← | 1,900 | ← | | 2,962 | |
| | | | | | | | 253 | 253 | | 2,774 | | 2,774 | 593 | 592 | 1,340 | 100 | | 2,729 | |
| | | | | | | | 106 | 106 | | 4,750 | | 4,750 | | | | | | | |
| | | | | | | | 900 | 900 | | | | | 17,075 | ← | 11,921 | | | 28,997 | |
| | 44,089 | | 20,903 | 3,154 | 24,057 | 2 | 300 | 300 | | 23,582 | | 25,155 | 3,925 | 801 | 12,714 | 1,004 | 1,066 | 23,581 | |
| 43,611 | | | | | 31,348 | 3½ | 159 | 1,147 | | 38,800 | | 72,827 | 24,042 | 2,150 | 28,546 | | | 65,785 | |
| | 35,383 | | | | 110,388 | 3 | 2,139 | 2,139 | | 168,016 | | 197,680 | 32,389 | 4,196 | 99,073 | ← | 57,183 | 246,458 | |
| 22,138 | | | 26,529 | 26,361 | 52,890 | ... | 554 | 1,226 | | 64,400 | | 103,655 | 18,962 | 1,936 | 41,738 | 7,149 | 15,925 | 103,355 | |
| | | | | | 1,396 | ... | 60 | 60 | | 983 | 222 | 1,747 | 325 | 59 | 430 | 79 | | 1,553 | |
| 51,719 | | | | | 20,667 | | 343 | 363 | | 27,964 | | 29,064 | 4,243 | 776 | 12,781 | 4,558 | | 29,064 | |
| | | | | | | | 181 | 181 | | 4,257 | | 4,257 | 877 | 380 | 2,257 | | | 3,845 | |
| | 9,929 | | 11,547 | 4,074 | 15,621 | 4 | 221 | 221 | | 14,408 | 150 | 22,235 | 1,935 | 425 | | | | | |
| 1,854 | 149 | | | | 12,089 | 3 | 245 | 245 | | 10,500 | 12,495 | | 4,095 | 486 | 9,958 | 1,608 | | 23,207 | |
| | | | 2,048 | 1,100 | 3,148 | 3 | 80 | 80 | | | | | | | | | | | |
| 13,915 | 3,157 | | | | 13,445 | ... | 344 | 385 | | 19,000 | 1,476 | 21,824 | 2,949 | 794 | 10,506 | 1,738 | | 20,827 | |
| | | | | | 4,950 | 4 | 95 | 95 | 20,303 | 2,364 | | 3,048 | 487 | 126 | 1,049 | 340 | | 2,670 | |
| | | | | | 8,574 | 11 | 116 | 116 | | 4,754 | 576 | 5,379 | 704 | 250 | 2,712 | 475 | | 5,295 | |
| 1,200 | | | | | 5,698 | ... | 128 | 129 | | 5,688 | 30 | 6,740 | 1,311 | 144 | 2,510 | 480 | | 6,081 | |
| 938 | | | | | 2,430 | 5 | 51 | 51 | 37,679 | 2,572 | | 4,268 | 922 | 126 | 985 | 300 | 305 | 3,339 | |
| | 425 | | | | 7,708 | ... | 113 | 113 | | 9,248 | | 13,019 | 1,541 | 422 | 4,336 | 360 | | 8,486 | |
| | | | | | 4,708 | ... | 104 | 104 | | 1,608 | 1,400 | 7,486 | 1,168 | 225 | 1,560 | 264 | | 3,642 | |
| | | | | | 2,050 | | 64 | 64 | 6,155 | 51 | 5,014 | 5,041 | †836 | ← | 2,195 | ← | 60 | 3,614 | |
| | | | | | | | 80 | 80 | | | | | 194 | 136 | 1,650 | | | | |
| | | | | | 20,530 | 3 | | | | 38,746 | | 50,629 | 6,466 | 1,006 | 19,605 | 3,072 | 1,000 | 42,608 | |
| | | 45,690 | | | | | | | | | | | †2,778 | ← | 3,780 | | | | |

An asterisk (*) indicates that the figures given are estimated or approximate.
 A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

STATISTICS OF

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending. Free ref. Free limited class. Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|----------------------------------|--|--|--------------------|---|---------------------------------------|---------|----------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--|--------------------------------------|--|
| | | | | | Lending | Reading | | | | | | | | |
| Menominee, Mich. Spies p. l... | 10 | F. | | 338 | 72 | 75 | 3 | | 12,406 | 12,819 | | | 46,891 | 28,502 |
| Milford, N. H. F. l..... | 4 | F. | 1 | 305 | 54 | 54 | | | 12,642 | 12,918 | 2,865 | | 40,876 | 28,313 |
| Milwaukee, Wis. P. l..... | *501 | F. | 163 | 354 | 80 | 80 | | | 302,651 | 322,334 | 20,453 | | 1,300,324 | 843,825 |
| Minneapolis, Minn. P. l..... | 335 | F. | 169 | 364 | 81 | 89 | | | 302,389 | 319,233 | | | 1,508,339 | |
| Minneapolis, Minn. U. of Minn. | | F. | | 307 | 84 | 84 | 30 | | 207,406 | 230,842 | | 168,774 | 41,153 | |
| Minot, N. D. F. p. l..... | 10 | F. | 2 | 308 | 66 | 69 | 2 | 35,000 | 4,784 | 5,396 | | | 24,279 | 16,054 |
| Mitchell, S. D. Carnegie l.... | 7 | F. | 1 | 308 | 72 | 72 | 2 | 20,000 | 6,788 | 7,634 | | | 26,958 | 17,320 |
| Montclair, N. J. F. p. l..... | 25 | F. | 17 | 362 | 72 | 76 | 11 | 85,673 | 38,801 | 40,937 | | | 176,025 | 127,419 |
| Muscatine, Ia. Musser p. l.... | 16 | F. | 1 | 362 | 63½ | 75 | 4 | 65,000 | 14,763 | 15,418 | | | 55,682 | |
| Muskegon, Mich. Hackley p. l. | *45 | F. | | 363 | 77 | 87½ | 9 | 200,000 | 54,174 | 55,784 | 20,848 | | 109,086 | 39,015 |
| Napa, Cal. Goodman l..... | *37 | F. | 1 | 350 | 72 | 75 | 3 | | 13,969 | 14,829 | | | 47,297 | 24,931 |
| New Bedford, Mass. F. p. l... | 109 | F. | 56 | 366 | 72 | 79 | 22 | 551,400 | 154,511 | 157,805 | *31,596 | | 407,830 | 162,704 |
| New Britain, Conn. Institute... | 52 | F. | 19 | 340 | 72 | 75 | 11 | 150,000 | 59,000 | 62,514 | | | 206,237 | |
| New Brunswick, N. J. F. p. l... | | F. | 1 | 333 | 72 | 76 | 4 | | 34,700 | 35,731 | | | 75,021 | 54,249 |
| New Haven, Conn. F. p. l..... | *160 | F. | 44 | 307 | 72 | 72 | 35 | 575,000 | 125,000 | 131,357 | | | 190,384 | 126,132 |
| New Haven, Conn. Yale Univ... | | F.l.c. | | 336 | 81 | 85 | 65 | 2,334,500 | | *1,000,000 | | | 43,445 | |
| New London, Conn. P. l..... | *20 | F. | 1 | 303 | 66 | 66 | 7 | | 30,137 | 31,318 | | 98,557 | | |
| New Rochelle, N. Y. P. l..... | 31 | F. | 3 | 361 | 72 | 76 | 10 | 100,000 | 36,894 | 38,929 | 2,481 | *120,898 | 118,162 | 70,335 |
| New York. Acad. of Medicine... | | F.r. | 1 | 363 | 87 | 87 | 7 | | 101,593 | 105,504 | 63,767 | | 3,921 | |
| New York. Assn. of the Bar... | | S. | | 366 | | 112 | 19 | | 114,437 | 118,344 | | | | |
| New York. Bible T. Tr. Sch... | | F.l.c. | | 268 | 58 | 58 | 5* | | 8,409 | 10,556 | 1,808 | | 5,328 | |
| New York. Mercantile l. ass'n. | | S. | 1 | 303 | | | 8 | | 249,083 | 253,651 | | 81,603 | 77,105 | 60,359 |
| New York. Metropolitan Mus... | | F.r. | 1 | 303 | | 42 | | | 29,891 | 31,568 | | | | |
| New York. P. l.*..... | 3,497 | F. | 906 | 365 | 82 | 82 | 676 | | 1,100,952 | 1,109,547 | | 13,302,183 | 10,128,682 | 5,563,090 |
| New York. Queens Bor. p. l... | 396 | F. | 91 | 310 | 72 | 72 | 112 | 256,763 | 214,916 | 229,335 | | | 1,444,264 | 872,036 |
| New York. Russell Sage F'n l. | | F. | 1 | 306 | 40 | 40 | 6 | | 13,570 | 14,763 | 28,807 | | 8,958 | |
| Newark, N. J. F. p. l..... | *400 | F. | 11 | 363 | 75 | 82 | 90 | 940,000 | 226,897 | 245,607 | | | 1,123,926 | |
| Newburgh, N. Y. F. l..... | 27 | F. | 1 | 350 | 72 | 72 | 3 | | 44,486 | 39,859 | | | 79,748 | |
| Newport, R. I. Redwood l.... | 30 | S. | 1 | 304 | 48 | 48 | 4 | | 61,556 | 63,192 | | | 17,325 | 10,529 |
| Newport, R. I. Nav. War Coll... | | F.l.c. | 1 | 305 | 45 | 98 | | | 10,879 | 12,579 | 2,476 | | 1,878 | |
| Newton, Mass. F. l..... | 43 | F. | 135 | 351 | 82 | 82 | 22 | | 93,825 | 96,302 | | | 347,102 | 189,256 |
| Niagara Falls, N. Y. P. l.... | 42 | F. | 13 | 308 | 72 | 76 | 6 | 63,700 | 24,886 | 24,929 | | | 99,469 | 65,336 |
| Niles, O. P. l..... | *10 | F. | | 274 | 69 | 69 | 2 | | 5,294 | 5,720 | | | 26,152 | 16,847 |
| Norfolk, Va. P. l..... | 89 | F. | 2 | 302 | 72 | 72 | | | 24,163 | 24,759 | | 81,716 | 75,148 | 71,135 |
| North Adams, Mass. P. l.... | 22 | F. | 12 | | 70 | 70 | 4 | | 37,382 | 38,219 | | 87,886 | 73,514 | 33,480 |
| Oak Park, Ill. Tp. High Sch... | | F.l.c. | | | 37 | 37 | 1 | | 3,945 | 4,321 | | | | |
| Oakland, Cal. F. l..... | *525 | F. | 65 | 303 | 72 | 75 | 117 | 351,647 | 125,985 | 139,570 | 12,553 | | 896,188 | 550,639 |
| Oberlin, O. Oberlin Coll l.... | 4 | | | 305 | 79½ | 79½ | 21 | 247,800 | 154,538 | 164,628 | 121,508 | | 63,184 | |
| Ogden, Utah. Carnegie f. l.... | 25 | F. | 12 | 357 | 66 | 76 | 4 | *60,000 | 13,272 | 16,226 | | | 77,798 | 55,415 |
| Omaha, Neb. P. l..... | *166 | F. | 52 | 362 | 69 | 82 | 24 | 460,000 | 117,873 | 123,573 | | | 389,174 | 181,914 |

LIBRARIES

of the American Library Association)

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| No. of vols. sent to agencies | No. of prints, pictures, etc., lent for home use | Recorded reading room use (total no. of vols. used in building) | Registration | | | Regist'n period in years | No. of news- papers and peri- odicals currently received | | No. of persons using library for reading or study | Receipts | | Total | Expenditures for maintenance | | | | | Extraordinary expenses (sites, new buildings, additions, etc.) | Tot |
|----------------------------------|---|---|--------------|----------|---------|--------------------------|---|-------|---|------------------------------|------------|---------|------------------------------|-------------|--------------------|--------------------|--------|--|-----|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Salaries | | | | |
| | | | | | | | | | | | | | | | Library service | Janitor service | | | |
| | | | | | 3,863 | 3 | 107 | 107 | | 5,634 | | 7,397 | 1,063 | 134 | 1,965 | 366 | | 4,804 | |
| | | | | | 2,503 | | 65 | 65 | 9,544 | 1,500 | 233 | 1,930 | 444 | 127 | 950 | 66 | | 1,933 | |
| | | | | | 72,395 | 3 | 666 | | | 141,025 | | 147,709 | 27,113 | ← | 61,740 | 15,410 | 3,782 | 133,865 | |
| | 59,153 | | | | 94,429 | 5 | 747 | 747 | | 171,017 | | 197,117 | 24,605 | 5,075 | 98,959 | 15,104 | | 209,506 | |
| | | | | | | | 1,191 | 1,191 | | | | | 40,076 | ← | 33,330 | | | | |
| | | | 1,610 | 1,089 | 2,699 | 3 | 84 | 84 | 20,025 | 4,628 | | 8,739 | 824 | 144 | 1,860 | 533 | | 4,857 | |
| | | | | | *3,570 | 3 | 69 | 69 | | 3,000 | | 4,211 | 312 | 99 | 1,285 | | 1,229 | 3,472 | |
| | 3,404 | | | | 12,279 | | 152 | 214 | | 16,000 | | 25,509 | 2,531 | 544 | 9,418 | ← | | 16,488 | |
| | | | | | 4,473 | 4 | 86 | 86 | | 6,647 | | 7,346 | 1,079 | 158 | 2,584 | 660 | | 6,494 | |
| | 1,092 | | | | 6,079 | 3 | 223 | 223 | 43,376 | 338 | 13,134 | 14,235 | 1,674 | 425 | 4,816 | 1,276 | | 9,939 | |
| | | | | | 2,278 | 4 | 78 | 78 | | 4,228 | | 8,156 | 1,096 | ← | 2,250 | 438 | | 4,404 | |
| | 105,078 | | 15,307 | 6,582 | 21,889 | 5 | 422 | 634 | | 29,731 | 13,781 | 47,664 | 6,659 | 1,801 | 17,808 | 9,940 | | 44,192 | |
| | 11,631 | | | | | | 178 | 203 | | 13,000 | 4,882 | 19,027 | 5,052 | 476 | 6,383 | 1,109 | 1,400 | 19,027 | |
| | | | | | 8,290 | 6 | 114 | 114 | | 6,000 | 50 | 7,504 | 989 | 291 | 2,701 | 860 | | 6,774 | |
| | | | | | 26,422 | 2 | 341 | 341 | | 40,100 | 3,850 | 50,396 | 8,708 | 1,193 | 20,896 | 2,594 | 5,000 | 47,546 | |
| | | | | | 3,893 | 1 | 9,000 | 9,000 | | | 49,800 | 95,558 | 34,391 | ← | 42,578 | 2,892 | | 92,416 | |
| | | | 4,754 | 4,920 | 9,674 | 3 | 90 | 90 | | | | | | | | | | | |
| | 90 | | 10,425 | 4,256 | 14,681 | 5 | 160 | 160 | 15,600 | 10,509 | | 12,980 | 1,227 | 315 | 5,971 | 1,056 | 1,378 | 12,349 | |
| | | | | | | | | | 27,203 | | 6,669 | 9,185 | 1,955 | 2,059 | 13,853 | ← | | | |
| | | | | | | | | | | | | | 10,715 | ← | | | | 14,350 | |
| | | | | | | | 202 | 202 | | | 240 | | 177 | 39 | 1,330 | | | | |
| | | | | | 3,339 | | 151 | 151 | | | | 25,801 | 5,331 | 460 | 10,380 | | | 22,320 | |
| | | | | | | | 210 | 210 | 15,802 | | | | | | | | | | |
| 73,325 | | | | | | 3 | 515 | 4,033 | 4,121,436 | 749,108 | 40,072 | 845,060 | 161,859 | 10,411 | 466,929 | 41,988 | | 845,060 | |
| | | | 146,541 | 112,977 | 259,518 | 5 | 177 | 1,199 | | 158,966 | | 175,872 | 29,842 | 2,392 | 66,263 | 20,339 | | 159,815 | |
| | | | | | 1,368 | | 250 | 250 | 16,170 | | | | | | | | | | |
| | | | 41,246 | 23,293 | 64,539 | | | | | 130,957 | | 150,539 | 23,580 | 3,450 | 67,836 | 13,937 | | 150,538 | |
| | | | | | | | 93 | 93 | | 3,540 | | 5,771 | 890 | 227 | 2,776 | 300 | | 5,493 | |
| | | | | | 444 | | 188 | 188 | 19,253 | | 5,760 | 12,660 | 2,544 | ← | 3,898 | ← | 648 | 8,685 | |
| | | | | | | | 104 | 106 | | | | 4,410 | 1,110 | 360 | 2,750 | | | 4,410 | |
| | | | | | 15,555 | 3 | 551 | 551 | | 33,158 | 1,700 | 35,775 | 7,768 | 1,187 | 14,595 | 2,286 | | 34,838 | |
| | | | | | 22,403 | 13 | 105 | 105 | | 9,100 | | 10,136 | 1,508 | 245 | 3,590 | 890 | | 8,783 | |
| | | | | | 3,159 | | | | 9,306 | 2,734 | | 2,963 | 382 | 122 | 1,282 | 144 | | 2,566 | |
| | | 19,324 | | | 14,400 | 3 | 94 | 94 | | 7,000 | 60 | 8,043 | 1,204 | 238 | | | | 7,787 | |
| | | | | | 7,525 | 5 | 164 | 164 | | 7,000 | 143 | 7,703 | 1,821 | 336 | 2,872 | 648 | | 7,703 | |
| | | | | | | | 41 | 65 | | | | | 500 | 78 | 1,100 | | | 1,675 | |
| | 19,396 | | | | 49,661 | 2 | 1,631 | 1,769 | 1,090,167 | 119,339 | | 122,315 | 19,316 | 4,100 | 60,479 | 11,151 | 35,000 | 157,150 | |
| | | 201,130 | | | | | | | | 18,565 | 9,437 | 28,626 | 4,969 | ← | 13,023 | 1,203 | | 27,484 | |
| | 1,199 | | | | 10,583 | 3 | 167 | 167 | | 7,345 | | 8,903 | 2,242 | 433 | 2,550 | 630 | | 7,218 | |
| | | | | | 27,580 | 3 | 324 | 436 | | 40,000 | 452 | 42,173 | 9,022 | ← | 18,542 | 3,467 | | 42,173 | |

STATISTICS OF

An asterisk (*) indicates that the figures given are estimated or approximate.
A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending, Free ref. Free limited class. Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|--|---|--|--------------------|---|---------------------------------------|---------|----------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--|--------------------------------------|--|
| | | | | | Lending | Reading | | | | | | | | |
| Oradell, N. J. Delford l. ass'n. | ½ | F. | 1 | 151 | 7½ | 7½ | ... | ... | 2,316 | 2,656 | ... | ... | 8,345 | ... |
| Oshkosh, Wis. P. l. | *39 | F. | 18 | 309 | 72 | 76 | 7 | 78,000 | 30,135 | 31,794 | ... | ... | 170,651 | 58,335 |
| Oskaloosa, Ia. F. p. l. | 10 | F. | 3 | 307 | 66 | 66 | 4 | ... | 11,336 | 12,476 | 1,150 | ... | 68,315 | 41,303 |
| Ottawa, Ill. Reddick's l. | *12 | F. | 1 | ... | 72 | 72 | 3 | ... | 16,445 | 17,358 | ... | ... | 38,872 | 31,586 |
| Paducah, Ky. Carnegie p. l. | *28 | F. | 4 | 306 | 72 | 72 | 3 | 80,000 | 17,885 | 18,542 | 1,125 | ... | 76,741 | 13,100 |
| Painesdale, Mich. Paine mem. l. | *3 | F. | 5 | 362 | 54 | 77 | 5 | ... | 6,965 | 7,158 | ... | ... | 28,704 | ... |
| Parsons, Kas. P. l. | 12 | F. | 1 | 357 | 66 | 69 | 2 | ... | 8,818 | 9,020 | ... | ... | 47,275 | ... |
| Pasadena, Cal. P. l. | 45 | F. | 6 | 356 | 72 | 75 | 23 | *50,000 | 49,051 | 54,841 | ... | ... | 232,013 | 142,678 |
| Passaic, N. J. P. l. | 61 | F. | 11 | 307 | 72 | 76 | 12 | 260,000 | 37,841 | 40,099 | ... | ... | 281,976 | 150,015 |
| Paterson, N. J. F. p. l. | 124 | F. | 5 | 302 | 67 | 79 | ... | 325,000 | 60,765 | 63,925 | ... | 276,872 | 266,014 | 179,152 |
| Pawtucket, R. I. Sayles p. l. | 55 | F. | 16 | 308 | 72 | 72 | 9 | 225,746 | 38,543 | 38,904 | ... | ... | 170,761 | 116,109 |
| Peace Dale, R. I. Narr. l. ass'n. | 5 | F. | 6 | 307 | 36 | 72 | 2 | ... | 15,024 | 15,292 | 354 | ... | 26,986 | 20,776 |
| Pendleton, Ore. Umatilla Co. l. | *27 | F. | 56 | 361 | 57 | 60 | ... | ... | 9,694 | 12,096 | ... | ... | 60,114 | ... |
| Peterborough, Ont. P. l. | *21 | F. | 1 | ... | 72 | 78 | 3 | 47,802 | 13,615 | 14,200 | ... | 53,430 | 8,894 | ... |
| Philadelphia, Pa. Franklin Inst. | ... | F.l.c. | 1 | 300 | 57 | 57 | 4 | ... | 67,436 | 69,151 | 28,250 | ... | ... | 2,060 |
| Philadelphia, Pa. F. l. | 1,549 | F. | 133 | 304 | 72 | 72 | 309 | 2,103,522 | 494,992 | 515,925 | 244,328 | ... | 2,767,310 | 1,920,029 |
| Pierre, S. D. Carnegie l. | 3 | F. | 1 | 305 | 45½ | 45½ | ... | ... | 5,185 | 5,635 | ... | ... | 13,608 | 10,051 |
| Pittsfield, Mass. Berk. Athen.. | *39 | F. | 1 | 336 | 67 | 81 | 12 | ... | 63,724 | 65,657 | ... | ... | 100,896 | ... |
| Plainfield, N. J. P. l. | 24 | F. | 9 | 363 | 76 | 76 | 8 | *69,000 | 52,580 | 54,924 | ... | ... | 100,320 | 64,620 |
| Pocatello, Id. Id. Tech. Inst... | *15 | F. | 1 | 262 | 46½ | 46½ | 2 | 6,884 | 6,536 | 7,408 | 14,802 | ... | 3,468 | ... |
| Pomona, Cal. P. l. | 14 | F. | 13 | 355 | 72 | 75 | 8 | *55,000 | 27,780 | 30,661 | *5,600 | ... | 104,502 | 72,173 |
| Portland, Ore. L. ass'n. | *275 | F. | 212 | 364 | 75 | 82½ | 131 | 876,743 | 225,560 | 245,370 | 20,499 | ... | 1,468,793 | 584,914 |
| Pottsville, Pa. F. p. l. | 22 | F. | ... | 311 | 72 | 72 | 4 | ... | 10,531 | 11,186 | ... | ... | 90,365 | 58,777 |
| Princeton, N. J. Prince. Univ. | ... | F.l.c. | ... | 347 | 84 | 89 | 46 | 1,000,000 | 373,224 | 383,674 | ... | 79,316 | 52,861 | 6,307 |
| Providence, R. I. Brown Univ. | ... | F.l.c. | ... | 348 | 89 | 89 | 14 | ... | 230,000 | 236,513 | ... | ... | 11,518 | ... |
| Providence, R. I. P. l. | 274 | F. | 53 | 361 | 72 | 86 | 38 | 666,000 | 180,030 | 170,825 | ... | ... | 293,065 | 158,580 |
| Pueblo, Colo. McClelland p. l. | *50 | F. | 9 | 305 | 72 | 78 | 4 | ... | 28,417 | 29,215 | ... | ... | 100,098 | ... |
| Raton, N. M. P. l. | *5 | F. | 1 | 361 | 30 | 33 | 2 | *2,500 | 4,605 | 5,290 | ... | ... | 20,117 | 12,864 |
| Reading, Mass. P. l. | 6 | F. | 1 | 260 | 16 | 16 | 2 | ... | 9,122 | 9,364 | ... | ... | 26,423 | ... |
| Redlands, Cal. Smiley p. l. | 10 | F. | 5 | 363 | 84 | 84 | ... | ... | 27,759 | 29,388 | 10,249 | ... | 115,591 | 75,706 |
| Reno, Nev. Univ. of Nev. l. | ... | F.l.c. | ... | 307 | 60 | 60 | 2 | 55,000 | 28,268 | 29,400 | ... | ... | 13,695 | ... |
| Richmond, Cal. P. l. | 22 | F. | 3 | 356 | 77 | 77 | 8 | 41,500 | 10,998 | 13,765 | 845 | ... | 101,827 | 67,998 |
| River Falls, Wis. State Normal | ... | F.l.c. | ... | 247 | ... | 45 | 2 | ... | 9,115 | 9,773 | 3,000 | ... | 26,828 | ... |
| Rochester, N. Y. P. l. | 248 | F. | ... | ... | ... | ... | ... | ... | 52,706 | 68,519 | ... | ... | 741,865 | ... |
| Rochester, N. Y. Reynolds l. | 248 | F. | 1 | 344 | 72 | 76 | 7 | ... | 78,021 | 80,005 | 6,321 | 63,761 | 46,597 | 27,779 |
| Rochester, N. Y. Univ. of Roch. | ... | F.l.c. | ... | 309 | 84 | 84 | 6 | 228,513 | 66,157 | 69,675 | ... | ... | 12,632 | 3,008 |
| Rock Hill, S. C. Winthrop Nor. | ... | F.l.c. | ... | ... | 59½ | 59½ | 3 | *75,000 | 16,640 | 16,797 | ... | ... | 16,900 | ... |
| Rutherford, N. J. F. p. l. | 8 | F. | 1 | 303 | 30 | 30 | 3 | 28,153 | 8,274 | 8,851 | ... | ... | 44,336 | 24,769 |
| Saginaw, Mich. East Side p. l. | 30 | F. | 4 | 307 | 60 | ... | ... | ... | 20,018 | 19,660 | ... | ... | 82,530 | ... |
| St. Joseph, Mo. P. l. | *80 | F. | 35 | 358 | 72 | 76 | 24 | ... | 71,778 | 77,022 | ... | ... | 285,290 | 196,386 |

LIBRARIES

of the American Library Association)

An arrow (→ or ←) in place of an item indicates that the omitted item is included in the next column toward which the arrow points.
The superimposed small figures refer to notes appended to the table.

| No. of vols. sent to agencies | No. of prints, pictures, etc., lent for home use | Recorded reading room use (total no. of vols. used in building) | Registration | | | Regist'n period in years | No. of news- papers and peri- odicals currently received | | No. of persons using library for reading or study | Receipts | | Total | Expenditures for maintenance | | | | Extraordinary expenses (sites, new buildings, additions, etc.) | Total |
|----------------------------------|---|---|--------------|----------|---------|--------------------------|--|-------|---|------------------------------|------------|---------|------------------------------|-------------|--------------------|--------------------|--|---------|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Salaries | | | |
| | | | | | | | | | | | | | | | Library service | Janitor service | | |
| | | | | | 5,940 | | | | | | | 569 | 180 | | 204 | 19 | | 53 |
| | | | 7,465 | 3,221 | 10,686 | 3 | 110 | 116 | 65,787 | 7,268 | 3,320 | 12,099 | 2,150 | 269 | 4,196 | 1,520 | 287 | 10,337 |
| | | | 2,865 | 982 | 3,847 | 3 | 124 | 124 | | 5,131 | | 6,243 | 1,208 | 183 | 2,250 | 420 | | 5,478 |
| | | | 2,132 | 1,285 | 3,417 | 2 | 44 | 44 | | 2,000 | 5,885 | 8,965 | 1,268 | 137 | 2,687 | 562 | | 6,208 |
| 1,100 | | | | | 13,451 | 5 | 92 | 92 | 41,331 | 5,000 | | 5,790 | 1,630 | 173 | 1,895 | 720 | | 5,243 |
| | | | 343 | 921 | 1,264 | 1 | 42 | 42 | | | | | | | | | | |
| | | | | | 4,175 | 2 | | | | | | | 507 | 115 | 2,007 | | | 3,606 |
| | | | | | | | 234 | 436 | | 33,075 | | 34,587 | 8,648 | 1,060 | 16,109 | 1,269 | | 33,056 |
| | 1,072 | | | | 17,342 | 5 | | | | 16,700 | 911 | 19,907 | 3,073 | 386 | 7,268 | 1,023 | 832 | 19,262 |
| | | | | | 22,968 | 3 | 365 | 365 | | 32,000 | | 34,117 | 5,428 | 1,189 | 16,716 | 3,528 | | 34,117 |
| | | | | | 9,768 | 3 | 218 | 218 | | 17,672 | | 17,672 | 3,130 | 500 | 7,678 | 2,158 | | 17,671 |
| | | | | | 1,689 | 5 | 74 | 74 | | 200 | 1,537 | 1,801 | 277 | 140 | 1,025 | | | 1,840 |
| 3,759 | | | | | 7,166 | 5 | 93 | 93 | | 6,863 | | 11,318 | 2,092 | 163 | 3,497 | 168 | 35,000 | 42,802 |
| | | | | | 6,169 | 6 | 84 | 84 | | 4,560 | 313 | 5,788 | 885 | 273 | 2,200 | | 193 | 5,436 |
| | | | | | | | 783 | 783 | 4,479 | | | | | | | | | |
| 2,683 | 1654,607 | | | | 167,652 | 3 | 1,292 | 1,695 | | 285,550 | 13,171 | 354,747 | 48,496 | ← | 189,711 | ← | | 306,838 |
| | | | 572 | 398 | 970 | 2 | 65 | 65 | 5,900 | 1,450 | | 2,142 | 314 | 88 | 600 | 240 | | 1,842 |
| | | | | | | | 115 | 138 | | 6,000 | | 21,506 | 1,387 | 296 | 8,324 | ← | | 12,956 |
| 9,202 | | | | | 7,040 | 3 | 253 | 4,480 | | 11,756 | 1,730 | 23,044 | 2,740 | 1,014 | 4,631 | 1,089 | | 13,186 |
| | | | | | | | 93 | 93 | | 2,000 | | 2,019 | 80 | 130 | 1,625 | | | 2,005 |
| 10,736 | 13,015 | | | | 6,012 | 3 | 140 | 161 | | 11,949 | | 17,935 | 2,168 | 329 | 6,132 | 720 | | 12,118 |
| 86,160 | 26,148 | | 67,174 | 16,213 | 83,387 | 5 | 1,001 | 1,875 | 410,190 | 95,795 | 7,267 | 157,864 | 19,662 | 3,323 | 87,465 | 14,174 | | 156,308 |
| | 247 | | | | 6,720 | 4 | 54 | 54 | | 3,000 | | 6,922 | 985 | 126 | 2,665 | 216 | | 6,199 |
| | | | | | | | | | | 40,792 | 13,226 | 88,027 | 34,631 | ← | 32,664 | | | 83,723 |
| | | | | | | | | | | 11,715 | 5,850 | 17,929 | 4,229 | 1,487 | | | | 17,492 |
| 4,183 | | | | | 36,444 | 3 | 1,190 | 1,250 | | 33,200 | 30,360 | 77,772 | 11,191 | 1,864 | 35,726 | 8,220 | 3,659 | 77,211 |
| | | | | | 9,000 | 3 | 100 | 100 | | 7,000 | | 7,652 | 1,683 | 316 | 3,305 | 840 | | 7,613 |
| | | | 1,358 | 745 | 2,103 | | 48 | 48 | | 2,500 | | 4,246 | 561 | 81 | 1,385 | 120 | | 2,620 |
| | | | | | 1,693 | | | | | 2,322 | | 2,427 | 382 | 77 | 534 | ← | | 1,978 |
| | | | | | 5,709 | | 215 | 215 | | 9,997 | | 16,555 | 1,458 | 544 | 4,545 | 900 | | 10,464 |
| | | | | | | | | | | | | 5,476 | †2,323 | | 3,085 | | | 5,475 |
| 1,121 | | | 2,266 | 1,433 | 3,699 | 2 | 120 | 120 | | 13,106 | | 14,584 | 3,041 | 302 | 5,402 | 850 | | 13,401 |
| | | | | | 745 | | | | | | | | 750 | 235 | 1,970 | | | 3,275 |
| | | | 23,505 | 10,585 | 34,090 | 3 | | | | 60,400 | | 63,263 | 16,328 | 922 | 23,518 | 2,350 | 2,658 | 63,128 |
| | | | | | | 2 | 233 | 233 | 103,643 | | | 12,000 | 2,471 | 693 | 5,577 | 950 | | 11,121 |
| | | | | | | | 257 | 257 | | | 2,600 | 10,816 | 3,823 | 1,043 | 3,699 | | | 10,124 |
| | | | | | | | 131 | 131 | | | | | †2,000 | ← | 2,000 | | | |
| | | | | | 2,383 | 3 | 86 | 86 | 9,036 | 2,983 | 71 | 5,028 | 693 | ← | 1,344 | 324 | 1,010 | 4,300 |
| | | | | | 5,050 | 3 | | | | 4,999 | | 5,383 | 549 | | 2,106 | 432 | 1,074 | 5,381 |
| | | | | | 18,656 | 3 | | | | 26,358 | | 27,805 | 4,444 | 1,096 | 13,933 | 2,496 | 1,054 | 27,805 |

An asterisk (*) indicates that the figures given are estimated or approximate.
A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

STATISTICS OF

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending, Free ref. Free limited class. Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use, and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|---------------------------------------|--|--|--------------------|---|---------------------------------------|---------|----------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|---|--------------------------------------|--|
| | | | | | Lending | Reading | | | | | | | | |
| St. Louis, Mo. P. l..... | *750 | F. | 204 | 365 | 72 | 85 | | | 414,623 | 443,181 | 133,434 | | 1,832,272 | 1,043,504 |
| St. Paul, Minn. P. l..... | *247 | F. | 55 | | | | 80 | 1,710,000 | 31,689 | 90,304 | | | 600,324 | |
| Salem, Mass. P. l..... | 37 | F. | 4 | 304 | 72 | 78 | | | 63,545 | 64,987 | | | 150,955 | 102,208 |
| Salem, Ore. P. l..... | *17 | F. | 11 | 360 | 72 | 74 | 3 | | 11,292 | 11,879 | 193 | | 53,202 | 36,424 |
| Salt Lake City, Utah. P. l..... | *117 | F. | 27 | 364 | 66 | 79 | 18 | 170,000 | 62,331 | 69,658 | 6,664 | 537,439 | 328,947 | 175,905 |
| Salt Lake City, Utah. U. of Utah..... | | F.l.c. | | 272 | 77 | 77 | 5 | | | 48,712 | 19,225 | | 30,000 | |
| San Antonio, Tex. Carnegie l..... | | F. | 2 | 358 | 72 | 76 | 10 | 200,000 | 40,829 | 43,905 | *7,141 | | 125,713 | 71,493 |
| San Bernardino, Cal. County l..... | 56 | F. | 58 | | 42 | | | *9,500 | 7,072 | 13,094 | 189 | | 70,285 | |
| San Diego, Cal. P. l..... | 92 | F. | 34 | 363 | 72 | 78 | 26 | 250,000 | *54,000 | 62,325 | 11,478 | | 403,517 | 200,196 |
| San Francisco, Cal. P. l..... | 452 | F. | 22 | 357 | 75½ | 75½ | 57 | | 159,763 | 176,167 | | | 1,157,523 | 880,622 |
| San Jose, Cal. Santa Clara Co. | 40 | F. | 40 | | 48 | 48 | 20 | | 4,717 | 9,964 | | | 86,989 | |
| Sandusky, O. L. ass'n..... | 38 | F. | 36 | 304 | 69 | 69 | 4 | | 20,995 | 23,116 | | | 97,014 | 51,218 |
| Santa Paula, Cal. Blanchard l..... | *3 | F. | 1 | 363 | 48 | 51 | 2 | | 5,860 | 6,580 | | | 20,941 | |
| Sault Ste. Marie, Mich. Carn. l..... | 12 | F. | 1 | 305 | 63 | 66 | 4 | *40,000 | 11,431 | 12,213 | | 79,817 | 49,167 | 29,174 |
| Scranton, Pa. P. l..... | *147 | F. | 9 | 302 | 72 | 72 | 11 | | 78,506 | 80,289 | | 166,434 | 160,408 | 87,531 |
| Seattle, Wash. P. l..... | 348 | F. | 138 | 366 | 78 | 86 | 133 | 1,597,000 | 254,636 | 268,320 | | | 1,405,655 | 841,725 |
| Sedalia, Mo. F. p. l..... | *27 | F. | 8 | 308 | 69 | 76 | 5 | 62,500 | 17,897 | 18,961 | | | 80,641 | 59,004 |
| Sewickley, Pa. P. l..... | 4 | F. | 2 | 299 | 66 | 66 | 2 | | 12,438 | 13,132 | | 66,572 | 35,729 | 22,979 |
| Sherman, Tex. P. l..... | *18 | F. | 1 | 358 | 54 | 64 | 1 | 21,500 | 4,006 | 5,063 | | | 27,317 | 22,712 |
| Shrewsbury, Mass. F. p. l..... | *1 | F. | 7 | 306 | 24 | 24 | 3 | 31,100 | 10,932 | 11,657 | | | 16,618 | 9,494 |
| Spokane, Wash. Lew. & C. H. S. | | F.l.c. | | 200 | | 40 | 1 | | 3,881 | 4,290 | 2,247 | | | |
| Spokane, Wash. N. Cent. H. S. | | F.l.c. | | 175 | 40 | 40 | 1 | | 3,871 | 4,058 | 1,393 | | 9,152 | 481 |
| Spokane, Wash. P. l..... | *120 | F. | 48 | 359 | 72 | 79 | 30 | 329,768 | 68,118 | 73,668 | | | 382,336 | 221,953 |
| Springfield, Mass. Int.Y.M.C.A. | | F.l.c. | | 365 | 97½ | 97½ | 3 | 104,825 | 11,907 | 12,685 | *26,000 | | | |
| Stockton, Cal. F. p. l..... | *70 | F. | 34 | 357 | 72 | 76 | 14 | 330,000 | 69,510 | 70,380 | 37,861 | | 177,368 | |
| Stockton, N. Y. Seymour mem. | | F. | | 104 | 11 | 11 | 2 | 4,000 | 4,986 | 5,153 | | | 2,976 | 2,310 |
| Summit, N. J. F. p. l..... | *9 | F. | 1 | 308 | 63 | 63 | 3 | 51,000 | 12,446 | 13,191 | | | 40,459 | 32,098 |
| Syracuse, N. Y. P. l..... | *150 | F. | 24 | 350 | 76 | 76 | 28 | 387,000 | 121,166 | 120,693 | 3,823 | | 429,700 | 318,461 |
| Tacoma, Wash. P. l..... | *112 | F. | 83 | 358 | 76½ | 83½ | 35 | 198,000 | 75,508 | 75,733 | | | 403,981 | |
| Terre Haute, Ind. Fairbanks l..... | 58 | F. | 11 | 365 | 47 | 51 | 12 | | 46,272 | 48,762 | | | 331,029 | 202,520 |
| Terre Haute, Ind. State Normal | | F.l.c. | | 282 | 56 | 56 | | | 67,892 | 70,926 | 11,163 | 89,911 | | |
| Toledo, O. P. l..... | | F. | 10 | | 75 | 81 | 17 | | 98,345 | 102,613 | | | 379,362 | 170,869 |
| Toronto, Ont. P. l..... | *500 | F. | 16 | | 84 | 80½ | 136 | 904,000 | 257,411 | 285,215 | 21,868 | 1,407,048 | 936,844 | 457,585 |
| Traverse City, Mich. P. l..... | 12 | F. | 2 | 357 | 72 | 72 | 2 | 20,212 | 14,853 | 15,963 | 3,471 | | 44,184 | 35,410 |
| Trenton, N. J. F. p. l..... | | F. | 9 | 307 | 72 | 72 | 22 | | 69,972 | 75,688 | | | 296,067 | 205,396 |
| Troy, N. Y. P. l..... | 75 | F. | | 351 | 72 | 76 | 8 | | 49,486 | 50,328 | | 104,201 | 98,779 | 70,808 |
| Troy, N. Y. Renss. Poly. Inst. | | F.l.c. | | 307 | 53 | 53 | 2 | | 11,341 | 11,903 | 12,892 | 7,004 | 2,585 | |
| Tyler, Tex. P. l..... | 12 | F. | 1 | 306 | 61½ | 65½ | 3 | 20,000 | 8,193 | 9,030 | 975 | | 31,552 | 23,675 |
| Union Springs, Ala. L..... | *5 | F. | 15 | 310 | 42 | 42 | 1 | 14,340 | 2,285 | 2,460 | | | 6,800 | 4,652 |

LIBRARIES

of the American Library Association)

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|----------------------------------|---|---|--------------|----------|---------|--------------------------|--|-------|---|------------------------------|------------|---------|------------------------------|-------------|--------------------|--------------------|--------|--|---------|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Salaries | | | | |
| | | | | | | | | | | | | | | | Library service | Janitor service | | | |
| 46,408 | 7,482 | | 56,330 | 48,483 | 104,813 | 3 | 1,965 | 2,876 | | 281,900 | | 463,767 | 49,098 | 4,221 | 121,356 | 28,728 | | | 265,964 |
| | | | | | 41,209 | | 740 | 954 | | | | | 36,899 | 6,071 | 43,511 | | 46,748 | | 156,694 |
| | | | | | | 3 | 163 | 163 | | 16,700 | 1,736 | 22,664 | 2,814 | 483 | 8,897 | 2,064 | | | 18,326 |
| | | | | | 5,818 | 4 | 134 | 134 | 22,019 | 5,500 | | 5,771 | 1,336 | 163 | 2,146 | 600 | | | 5,772 |
| 3,428 | 1,806 | | | | 26,883 | 5 | 378 | 501 | | 57,347 | | 63,133 | 7,074 | 1,022 | 15,174 | 2,453 | 21,053 | | 60,680 |
| | | | | | | | 344 | 344 | | | 13,212 | | 3,002 | 1,535 | 3,825 | | | | 8,954 |
| | | | | | 13,167 | 3 | | | | 15,881 | 800 | 22,062 | 6,540 | 578 | 6,190 | 1,249 | | | 19,099 |
| 11,624 | | | | | 6,494 | 2 | 29 | 103 | | 7,576 | | 12,258 | 3,215 | 129 | 4,732 | | | | 9,833 |
| 32,141 | 1,702 | | | | 18,913 | 2 | 303 | 517 | | 33,673 | | 37,434 | 6,966 | 1,106 | 17,886 | 3,582 | 2,414 | | 37,434 |
| | | | | | 53,513 | 2 | 375 | 676 | | 96,990 | | 136,918 | 27,012 | 2,363 | 55,299 | ← | | | 107,038 |
| | | | | | 5,610 | | 26 | 33 | | 10,418 | | 12,221 | 3,741 | 70 | 3,997 | | | | 9,046 |
| 6,956 | | | 5,530 | 1,630 | 7,160 | 3 | 114 | 114 | 35,828 | 8,522 | 182 | 11,289 | 2,591 | 269 | 3,990 | | | 421 | 9,532 |
| | | | 1,368 | 510 | 1,878 | 2 | 75 | 75 | | 3,321 | | 4,408 | 526 | 158 | 1,245 | 715 | | | 3,346 |
| | | 29,251 | | | 4,403 | 4 | 84 | 84 | | 4,153 | | 5,038 | 1,108 | 192 | 1,745 | 360 | 631 | | 4,865 |
| | | | | | 14,786 | 2 | 108 | 129 | | 20,880 | 50 | 23,422 | 2,597 | 316 | 9,740 | 1,325 | 396 | | 22,025 |
| | 25,106 | | 51,020 | 16,077 | 67,097 | 2 | 954 | 1,604 | | 176,108 | | 178,440 | 20,990 | 3,268 | 85,307 | 19,673 | 7,450 | | 166,573 |
| | | | | | 4,376 | 3 | 141 | 141 | | 6,128 | | 8,677 | 1,069 | 253 | 2,446 | 540 | | | 5,761 |
| 3,630 | | 25,843 | | | 2,651 | 3 | 56 | 56 | 26,626 | 3,210 | | 3,373 | 903 | 135 | 2,160 | | | | 3,373 |
| | | | | | 2,634 | 3 | 55 | 55 | 5,959 | 2,084 | | 2,343 | 919 | 81 | 914 | | | | 2,336 |
| 413 | | | | | 3,392 | 44 | 69 | 69 | 4,119 | 942 | 1,292 | 2,878 | 450 | 150 | 816 | 325 | 565 | | 2,878 |
| | | | | | | | 46 | 46 | | 500 | | 516 | 402 | 99 | | | | | 502 |
| | | | | | | | 43 | 43 | | 175 | | 204 | 129 | 75 | 1,400 | | | | |
| | 49,754 | | | | 37,431 | 5 | 891 | 1,169 | | 45,226 | | 50,152 | 10,024 | 1,827 | 21,462 | 3,760 | 1,840 | | 48,179 |
| | | | | | | | 147 | 147 | | 4,224 | | 5,951 | 1,639 | ← | 3,160 | 460 | | | 5,951 |
| | 72,706 | | | | 5,389 | 1 | 352 | 352 | 72,706 | 15,926 | | 28,507 | 2,091 | 813 | 14,481 | 1,706 | 2,031 | | 25,765 |
| | | | | | 364 | 15 | 39 | 39 | | 150 | 122 | 359 | 80 | 75 | 100 | 30 | | | 359 |
| | | | 2,950 | 852 | 3,802 | | 115 | 115 | *32,000 | 4,540 | | 6,050 | 527 | 134 | 2,140 | 360 | | | 5,162 |
| | | | | | 23,981 | 2 | 544 | 544 | | 50,200 | | 51,952 | 9,553 | 1,170 | 23,220 | 4,922 | 1,588 | | 50,187 |
| | 1,602 | | | | 18,184 | 4 | 363 | 476 | | 35,860 | | 38,878 | 5,029 | 717 | 20,686 | 2,893 | | | 36,765 |
| 1,000 | | | | | 24,996 | 2 | 250 | 250 | | 17,871 | | 25,398 | 2,877 | 659 | 9,007 | 1,930 | 490 | | 19,264 |
| | | | | | | | 317 | 317 | | 8,730 | | 27,994 | 6,029 | 792 | 7,950 | 780 | 250 | | 17,433 |
| | | | 18,339 | 9,964 | 28,363 | 3 | 279 | 349 | | 15,127 | | 33,447 | 3,044 | 640 | 16,088 | 3,398 | | | 30,416 |
| | | | | | 81,393 | 3 | 378 | 778 | *100,300 | 148,697 | | 187,428 | 30,075 | 2,684 | 75,486 | 9,682 | 46,839 | | 204,829 |
| | | | | | 4,171 | | 109 | 109 | 18,620 | 3,500 | | 5,830 | 1,132 | 169 | 1,483 | 612 | | | 4,412 |
| | | | 16,806 | 6,623 | 23,429 | 3 | 238 | 238 | | 27,218 | 2,206 | 35,305 | 8,070 | 619 | 13,973 | ← | | | 30,873 |
| 4,667 | | 5,422 | 5,928 | 4,152 | 10,080 | | 139 | 141 | | 8,600 | 2,439 | 12,682 | 1,147 | 391 | 7,293 | ← | | | 12,418 |
| | | | | | 851 | 5 | 127 | 127 | 18,724 | | | | | | | | | | |
| | | | | | 4,770 | 5 | 51 | 51 | *12,745 | 2,426 | | 2,922 | 790 | 93 | 1,055 | 273 | 98 | | 2,966 |
| | | | | | 1,193 | 4 | 18 | 18 | 10,621 | 1,030 | | 1,211 | 61 | 29 | 506 | 93 | 149 | | 1,073 |

An asterisk (*) indicates that the figures given are estimated or approximate.
A dagger (†) indicates that the amount expended for books includes the expenditures for binding.

STATISTICS OF

(According to form adopted by the Council)

| City or town and name of library | Population served (expressed in thousands) | Terms of use (Free lending, Free ref. Free limited class. Subscr.) | Total no. agencies | No. days open during year (central library) | Hrs. open each week (central library) | | Staff (not incl. janitors, etc.) | Library property value | No. of vols. at beginning of year | Total no. of vols. at end of year | Total no. of pamphlets at end of year | Total recorded use (no. of vols. lent for home use and no. used in building) | Total no. of vols. lent for home use | No. of vols. fiction lent for home use |
|--|---|---|--------------------|--|---|---------|-------------------------------------|------------------------|--------------------------------------|--------------------------------------|--|---|---|---|
| | | | | | Lending | Reading | | | | | | | | |
| Upland, Cal. P. l..... | *4 | F. | 1 | | 36 | 40 | 1 | 20,000 | 2,072 | 2,501 | | | 18,554 | 15,87 |
| Urbana, Ill. Univ. of Ill. l.... | | F.l.c. | | 347 | 88 | 88 | 51 | | 330,895 | 361,682 | 47,289 | 189,097 | 42,285 | 7,82 |
| Utica, N. Y. P. l..... | *87 | F. | 20 | 305 | 72 | 72 | 38 | *370,000 | 83,644 | 88,573 | 13,135 | | 274,430 | 186,00 |
| Uxbridge, Mass. F. p. l..... | 5 | F. | 10 | 285 | 43 | 46 | 2 | 30,000 | 12,871 | 13,199 | | 18,515 | 18,000 | 14,37 |
| Valley City, N. D. State Nor... | | F.l.c. | | 313 | 50 | 50 | 3 | | 11,026 | 12,005 | 652 | | 14,139 | 3,925 |
| Valparaiso, Ind. P. l..... | 8 | F. | 4 | 330 | 51 | 51 | 2 | 30,000 | 7,606 | 7,856 | | | 27,753 | 18,39 |
| Van Wert, O. Brumback l.... | 29 | F. | 115 | 306 | 66 | 72 | 5 | 100,000 | 23,808 | 24,981 | | | 102,172 | |
| Vermilion, S. D. Univ. of S. D. | | F.l.c. | | | 80 | 80 | 3 | 150,000 | 28,000 | 30,200 | | | | |
| Visalia, Cal. Tulare County f. l. | 35 | F. | 90 | 307 | 42 | | 32 | 28,000 | 19,276 | 25,003 | | | 146,062* | |
| Waco, Tex. Baylor Univ. l.... | | F.l.c. | | 303 | 76½ | 76½ | 6 | 100,000 | 23,877 | 26,493 | 3,026 | | 10,185 | |
| Wakefield, Mass. Beebe Town l. | 12 | F. | 2 | 304 | 39½ | 39½ | 4 | | 18,132 | 18,581 | | | 79,134 | 76,14 |
| Walla Walla, Wash. F. p. l.... | *24 | F. | 1 | 366 | 72 | 76 | 3 | | 11,017 | 12,060 | 700 | | 59,580 | 39,11 |
| Waltham, Mass. P. l..... | 30 | F. | 43 | 304 | 72 | 76 | 7 | | 44,064 | 45,189 | | | 125,396 | 70,195 |
| Washington, D. C. P. l. of D. C. | 363 | F. | 181 | 362 | 72 | 79 | | 600,000 | 179,183 | 185,136 | | 1,024,844 | 880,043 | 474,39 |
| Washington, D. C. Dept. of Ag. | | F.l.c. | | 307 | 45 | 45 | | | | 137,703 | ← | 127,885 | | |
| Washington, Pa. Citizen f. l.... | | F. | 1 | 305 | 66 | 66 | 4 | | 16,888 | 17,299 | | 37,690 | 35,040 | 26,559 |
| Waterloo, Ia. P. l. | 35 | | | 363 | 72 | 75 | 12 | 130,000 | 23,912 | 25,115 | 1,308 | | 150,665 | |
| Wausau, Wis. P. l..... | *18 | F. | 1 | 307 | 66 | 66 | 4 | | 9,846 | 10,563 | | | 75,896 | 42,87 |
| Waverley, Mass. McLean Hosp. | | F.l.c. | | | | | 1 | | 14,130 | 14,477 | | 10,053 | | |
| Wellesley, Mass. F. l..... | *6 | F. | 2 | 303 | 51 | 51 | 4 | | 19,271 | 19,682 | | | 34,951 | 23,471 |
| Wellesley, Mass. Well. Coll. l. | | F.l.c. | | 322 | 72 | 75 | 12 | | 74,905 | 78,556 | | | 30,938 | |
| Westfield, N. Y. Patterson l.. | 4 | F. | 2 | 303 | 52 | 52 | 2 | *200,000 | 18,374 | 18,914 | 930 | | 23,668 | 17,905 |
| Weymouth, Mass. Tufts l.... | 13 | F. | 15 | 303 | 34 | 34 | 3 | | 29,755 | 30,179 | | | 58,693 | 40,908 |
| Whitewater, Wis. State Nor... | | F.l.c. | | 290 | 43 | 43 | 2 | | 12,628 | 13,295 | *5,500 | | 21,505 | |
| Whiting, Ind. P. l..... | | F. | 3 | 348 | 42 | 46 | | | 11,260 | 12,280 | | | 39,372 | |
| Wichita, Kas. City l..... | *65 | F. | | 365 | 72 | 76 | 5 | 150,000 | 10,552 | 10,775 | | | 67,976 | 48,006 |
| Wilkes-Barre, Pa. Osterhout l. | | F. | 1 | | | | 9 | | 47,909 | 49,231 | 1,292 | | 168,145 | 103,696 |
| Williamsport, Pa. J. V. Brown l. | | F. | 7 | 306 | 72 | 72 | 7 | 461,562 | 25,448 | 27,161 | | | 111,314 | 81,404 |
| Williamstown, Mass. Will'ms C. | | F. | | 340 | 70½ | 70½ | 6 | | 83,909 | 87,675 | | | 10,659 | |
| Williston, N. D. James mem. l. | 5 | F. | 1 | 363 | 36 | 40 | 1 | 32,000 | 4,192 | 4,478 | | | 16,292 | 12,42 |
| Willows, Cal. Glenn Co. f. l.... | 7 | F. | 22 | 312 | | | | | 1,402 | 5,168 | 1,025 | | 16,895 | |
| Wilmington, Del. Wilm. Inst.. | *106 | F. | 42 | 306 | 75 | 86 | 20 | | 83,908 | 86,526 | | | 266,787 | 157,112 |
| Winchester, Va. Handley l.... | 5 | F. | 1 | 304 | 66 | 66 | 3 | 140,000 | 5,669 | 6,832 | | | 32,747 | 23,26 |
| Winsted, Conn. Gilbert Sch. l.. | | F.l.c. | | 241 | 39 | 39 | 1 | | 10,555 | 10,689 | | | 14,105 | 9,408 |
| Winthrop, Mass. P. l..... | 12 | F. | 3 | 304 | 45 | 45 | 4 | 41,500 | 12,743 | 13,147 | | | 47,778 | 36,613 |
| Woburn, Mass. P. l..... | 16 | F. | 9 | 303 | 61 | 61 | 5 | 175,000 | 47,871 | 48,616 | | | 74,702 | 53,518 |
| Woodstock, Vt. N. Williams l.. | 2 | F. | 1 | 302 | 45½ | 63½ | 2 | | 19,360 | 19,968 | | | 24,136 | 20,515 |
| Worcester, Mass. F. p. l..... | 162 | F. | 10 | 365 | 72 | 82 | 53 | 436,935 | 227,843 | 235,868 | | 769,314 | 664,649 | |

LIBRARIES

of the American Library Association)

An arrow (→ or ←) in place of an item indicates that the omitted item is included in the next column toward which the arrow points.
The superimposed small figures refer to notes appended to the table.

| No. of vols. sent to agencies | No. of prints, pictures, etc., lent for home use | Recorded reading room use (total no. of vols. used in building) | Registration | | | Regist'n period in years | No. of news- papers and peri- odicals currently received | | No. of persons using library for reading or study | Receipts | | Total | Expenditures for maintenance | | | | | Extraordinary expenses (sites, new buildings, additions, etc.) | Total |
|----------------------------------|---|---|--------------|----------|--------|--------------------------|--|-------|---|------------------------------|------------|--------|------------------------------|-------------|--------------------|--------------------|--------|--|-------|
| | | | Adult | Juvenile | Total | | Titles | Cops. | | Taxation or appropriation | Endowments | | Books | Periodicals | Salaries | | | | |
| | | | | | | | | | | | | | | | Library service | Janitor service | | | |
| | | | | | 1,344 | 3 | 32 | 32 | 19,168 | 1,600 | | 1,636 | 199 | 45 | 630 | 150 | | 1,636 | |
| | | 15,786 | | | | | 4,503 | 4,503 | | | | | †54,603 | ← | 61,093 | | | 115,696 | |
| 2,100 | | | | | 17,997 | 3 | 255 | 255 | 59,178 | 37,379 | 1,735 | 41,144 | 6,399 | 667 | 19,072 | 3,161 | | 37,052 | |
| | | | | | 1,364 | | 52 | 52 | 5,520 | 2,313 | 654 | 6,439 | 205 | 80 | 800 | | 800 | 2,977 | |
| | | | | | | | 160 | 160 | | | | | 564 | 172 | 2,580 | | | | |
| 180 | | 20,648 | | | 3,233 | | 89 | 89 | | 2,950 | | 4,935 | 64 | 170 | 970 | 158 | 1,224 | 3,801 | |
| 15,290 | 91 | | | | 13,258 | | 121 | 121 | | 12,702 | | 12,864 | 1,357 | 241 | 2,952 | 1,535 | 5,337 | 12,864 | |
| | | | | | | | | | | 6,500 | | 6,500 | | | 2,570 | | | | |
| 16,759 | | | | | 10,253 | | 41 | 562 | | 12,911 | | 14,737 | 3,930 | 644 | 5,763 | | | 13,050 | |
| | | | | | | | | | | 5,064 | | 5,190 | 1,051 | 350 | 3,091 | | | 5,190 | |
| | | | | | 4,803 | 5 | 65 | 65 | | 3,026 | 280 | 3,306 | 821 | 156 | 1,504 | 26 | | 3,306 | |
| | | | | | 4,962 | 2 | 111 | 111 | | 4,900 | | 5,573 | 752 | 259 | 2,759 | 424 | | 5,410 | |
| | | | 8,263 | 2,747 | 11,010 | 3 | 165 | 165 | | 13,659 | 271 | 14,372 | 3,126 | ← | 5,757 | 1,158 | | 13,881 | |
| 53,766 | 110,930 | 33,871 | 32,914 | 16,534 | 49,488 | 3 | 449 | 683 | | 72,100 | 90 | 78,388 | 11,918 | 1,151 | 43,769 | 6,480 | | 77,335 | |
| | | | | | | | 2,280 | 3,015 | | 55,682 | | 55,682 | 7,017 | 4,154 | 31,278 | | | 55,488 | |
| 2,204 | | 17,344 | | | 4,596 | | 137 | 137 | | 1,900 | 120 | 3,397 | 639 | 211 | 1,680 | | | 2,928 | |
| | | | | | 7,825 | 3 | 253 | 253 | | 16,579 | | 16,875 | 1,664 | 525 | 8,483 | 1,189 | | 15,263 | |
| | | | | | 8,589 | 4 | | | | 3,900 | | 4,596 | 1,208 | 172 | 1,842 | 202 | | 4,576 | |
| | | | | | | | | | | 745 | | 792 | 404 | 388 | | | | 1,629 | |
| | | | | | | | | | | 2,500 | 860 | 4,619 | 604 | ← | 1,576 | 413 | 600 | 4,019† | |
| | | | | | | | 320 | 320 | | | | | | | | | | | |
| 77 | | | | | 2,325 | 3 | 73 | 73 | | 100 | 5,535 | 7,430 | 688 | 140 | 1,440 | 720 | | 3,810 | |
| 7,399 | | | | | 4,072 | | 108 | 108 | | 3,255 | 655 | 5,136 | 1,045 | 226 | 1,581 | 441 | | 5,127 | |
| | 1,121 | | | | | | | | | 2,760 | | 2,774 | 500 | 225 | 1,800 | | | 2,760 | |
| 1,094 | 229 | | | | | 5 | 151 | 151 | | 5,966 | | 12,243 | 1,126 | 149 | 2,097 | 1,017 | 144 | 12,243 | |
| | | | | | 7,825 | 3 | 167 | 173 | | 7,500 | | 8,354 | 2,225 | 287 | 3,371 | 889 | | 8,348 | |
| | | | 14,223 | 6,058 | 20,281 | | 150 | 150 | 51,089 | | | | | | | | | | |
| 108 | | | 4,973 | 1,853 | 6,826 | 3 | 103 | 103 | 17,688 | | 8,424 | 9,807 | 1,682 | 257 | 4,729 | 941 | | 9,718 | |
| | | | | | | | | | | 12,934 | | 12,934 | 6,363 | 6,363 | 5,134 | | | 12,934 | |
| | | | 826 | 445 | 1,271 | 3 | 46 | 46 | | 3,600 | | 4,242 | 288 | 83 | 1,096 | 780 | | 3,798 | |
| | | | | | 2,207 | | 38 | 38 | | 3,939 | | 5,691 | 2,295 | 94 | 2,124 | 123 | | 5,216 | |
| 5,538 | 5,414 | | 10,430 | 7,606 | 18,036 | 3 | 288 | 350 | | 15,895 | | 30,832 | 5,211 | 932 | 13,924 | 555 | 19,309 | 48,945 | |
| | | | | | 2,000 | 3 | 81 | 81 | 58,148 | | | | | | | | | | |
| | | | | | 2,210 | | 49 | 49 | | | | | | | | | | | |
| | | | 2,630 | 829 | 3,459 | 2 | | | | 4,892 | | 4,892 | 778 | 191 | 1,709 | 600 | | 4,852 | |
| 1,338 | | | 2,458 | 1,346 | 3,804 | | 107 | 108 | | 5,700 | 2,735 | 8,615 | 1,421 | 261 | 3,446 | 685 | | 8,540 | |
| | | | | | 9,848 | 32 | | | | | | | | | | | | | |
| | | | | | 33,174 | 3 | 594 | 594 | | 66,850 | 4,034 | 79,903 | 14,907 | 2,434 | 41,502 | ← | | 75,802 | |

disregarded. The entries of total valuation of library property usually refer to real estate values or values of buildings alone.

The statistics furnished by certain libraries have been omitted from these tables for the reason that only very meager reports could be recorded in conformity with the specific headings; also, in the case of some libraries included in the tables, certain items have been omitted if the same appeared unconformable or obscure. The complete file of statistical sheets received will be preserved at headquarters for reference during the year.

NOTES

1. Albany, N. Y. New York State Library. The agencies include 576 libraries, 400 study clubs, 749 high schools, 207 academies, 39 colleges, over 8,000 district schools and many other institutions, all registered with the university of the state of New York, and in effect borrowing branches of the state library. The number of volumes recorded as having been sent to agencies is the number in traveling libraries.

2. Decatur, Ill. Free public library. Report is for eleven months only.

3. New York City. Bible Teachers' Training School. Staff consists of four students and one paid assistant.

4. New York City. Public library. Report is for circulation department only, the reference department forming a separate library in itself.

5. Ottawa, Ill. Report is for eleven months only.

6. Visalia, Cal. Tulare County free library. The record of volumes lent for home use covers merely sixty-nine stations reporting.

7. Wellesley, Mass. Free library. Expenses of branch (\$1,299) not included in financial report.

REPORT OF COMMITTEE ON FEDERAL AND STATE RELATIONS

Your Committee has to report that the St. Louis Post Office is advertising that it will transmit books to and from the library of that city by parcel post. The

Post Office took the initiative in the matter.

The important work of the year for the Committee occurred in connection with the proposed War Taxation Bill, two of the provisions of which were such as materially to affect public libraries. The first of these provided that periodical publications should pay a rate of postage based upon the distance from the point of publication to the destination. Believing that this would be detrimental to public libraries, especially those in parts of the country distant from the points of publication, inasmuch as it would render the price of magazines greater to them and would have a tendency to diminish the circulation of periodicals whose subscription list was nation wide, a formal protest was filed with the chairmen of the appropriate Committees.

Another proposed provision placed a 10 per cent import duty upon all articles now upon the free list, in which free list books for public libraries are included. Inasmuch as state and municipal libraries are among the agencies of such governments, it seems that a tax upon books imported for such libraries is indirectly in contravention of the right of such state and local governments, to be free from federal taxation, and while the tax may not be contrary to the letter of the constitution, it is clearly against its spirit. A more important argument, however, is that such a tax, by diminishing the amount available for the purchase of books printed without the boundaries of the United States renders the libraries of the country less able to do their part in preparing the people to meet the educational emergencies of present and future years. The libraries cannot do their part toward that preparedness which is so much urged upon every one at present, if they have their income cut in any avoidable way.

At the present time, and in connection with the present war, books are printed, for example, in Canada, Great Britain, and France, which should be on the shelves of many libraries. Surely an educational in-

stitution, such as a library, ought to be able to provide for the people books printed in every land, so as to give Americans the benefit of advances in knowledge made and published in any language.

In a vigorous protest against this provision, your Committee had the co-operation of the Bookbuying Committee. It is pleasant to be able to add that, at the present writing, the Senate Committee upon Finance has voted to remove from the bill both of the provisions to which objection was made. Our share in this action may not have been a large one, but we may felicitate ourselves that our efforts contributed in some measure to this result.

BERNARD C. STEINER, Chairman.

REPORT OF COMMITTEE ON LIBRARY ADMINISTRATION

The report of the Committee is simply one of progress.

The Committee has co-operated with the secretary in making an arrangement with the United States Commissioner of Education by which the Bureau of Education will hereafter publish the long hoped for Library Yearbook. The backbone of such an annual will be the statistics, according to the form prepared by this Committee, that have for the last two years been published in the A. L. A. Conference proceedings. The annual to be published by the Government will naturally cover a larger number of libraries than have been represented in the tables published in our proceedings. As announced in the May number of the Bulletin (p. 86) suggestions are now being invited as to which particular items of statistics are generally considered most important for comparative purposes and what other features are most desired to form regular or recurring parts of such a library annual. While awaiting such suggestions, the plans for the yearbook are incomplete, and the tables of statistics will again this year be published in the proceedings.

As reported to the Council last winter (January Bulletin, p. 29-30) the Commit-

tee has followed a policy of watchful waiting with respect to the statistical forms, contenting itself with receiving and attempting to answer criticisms. In view of the comparatively small number of such criticisms received, the Committee is led to conclude that the forms are proving reasonably satisfactory.

On the subject of labor-saving devices the following statement has been furnished by Mr. C. Seymour Thompson, who has the work in hand:

"The committee hopes that it will be possible in the near future to commence the preparation of the manuscript of the work on labor-saving devices and equipment, the publication of which, subject to the approval of the Publishing Board, was authorized by the Council in December, 1915. The preparation of this work will require considerable time, for not only will great care have to be taken to verify from the manufacturers all information concerning their articles, but it is planned to submit different sections to various librarians who may have made special investigation of certain devices, for their criticisms and suggestions."

In fairness to Mr. Thompson it should be explained that the task of reorganizing a library and of occupying a new building have interfered with the progress of this work.

For the Committee,

GEORGE F. BOWERMAN,

Chairman.

CODE OF PRACTICE FOR INTER-LIBRARY LOANS

(Constituting Report for 1917 of the Committee on Co-ordination, C. H.

Gould, Chairman)

PRELIMINARY REMARKS: This Code may be taken to embody the more essential points in the actual practice of those libraries in North America which are now the chief lenders to other libraries. Accordingly, compliance with its recommendations will entail no departure from well recognized procedure, while it will as a rule prove convenient to both applicant and lender. Although it is not to be expected that any Code of Practice could be devised which would meet, without modi-

fication, the requirements of every library, nevertheless, it remains true that greater and very helpful uniformity might easily be attained in certain directions where mere confusion now reigns. The present Code of Practice has been compiled in the hope of conducing to such uniformity, and, at the same time, of offering suggestions and recommendations on points which every library must consider when drawing up or revising its own Code of Rules.

A word of explanation is perhaps due in regard to Section 11. The stipulation that a book, if lent, shall be used only in the building of the borrowing library is often demanded less "in the interest of safety" than to enable the borrowing library to make sure of its ability to return the book punctually. By college libraries, for instance, when borrowing books for professors, the stipulation might be welcomed as tending to produce this result.

Finally, before applying to a library for a loan, one should consider what that library is, and what it is doing. To quote one of the contributors to the Code: "The nature and purpose of the loan system will vary with the character of the *lending* institution. No library can be expected to send its books a thousand miles for a reader whom it would not feel called upon to serve at its own door." Now, the nature and scope of public libraries, state libraries, university libraries, libraries which exist solely for research, and so on, differ from each other in important respects; and there is a corresponding difference in the nature and purpose of the loans each class of library may be expected to make. For example, public libraries can hardly ever spare, and research libraries would hardly feel it their duty to lend, current publications that can readily be purchased and for which there

is a natural demand in a public library. State libraries would, on the other hand, usually be prepared to lend such material.

1. Purpose

The purpose of inter-library loans is (a) to aid research calculated to advance the boundaries of knowledge, by the loan of unusual books not readily accessible elsewhere, (b) to augment the supply of the average book to the average reader*; subject, in both cases, to making due provision for the rights and convenience of the immediate constituents of the lending library, and for safeguarding the material which is desired as a loan.

2. Scope or Extent

Almost any material possessed by a library, unless it has been acquired on terms which entirely preclude its loan, may be lent upon occasion to another library; and it may be assumed that all libraries are prepared to go as far as they reasonably can, or as their regulations permit, in lending to others. Still, the lender alone must decide, in each case, whether a particular loan should, or should not, be made.

When applying for a loan, if a photographic reproduction would be a satisfactory substitute, librarians should always state the fact. Reproductions can frequently be obtained at small cost, and have an advantage over an actual loan, in that they become the property of the borrower.

3. Material Which Should Not Be Applied for

Current fiction; any book requested for a trivial purpose, or which is available in other libraries more readily accessible to the applicant; also, if applying to a public library, current publications that can readily be purchased and for which there is a natural demand in a public library.

*The graduate student who has a thesis to prepare stands midway between these two extremes. It is often taken for granted that the needs of the graduate student should be met as a matter of course. But it would seem at least equally reasonable that the graduate student should choose his subject

of study largely according to the means he has at hand. Not that he should be prevented from making use of an occasional inter-library loan, but that his choice of a subject ought not to be such as to involve securing a large part of his material from a distant library.

4. Material Which Should Be Lent Only Under Exceptional Circumstances

Material in constant use or request in the library applied to; books of reference; books that are not to be taken from the library applied to except under special permission; material which by reason of its size or character requires expensive packing, or high insurance; material which by reason of age, delicate texture, or fragile condition, is likely to suffer from being sent by mail or express.

5. Music

Music is lent on the same conditions as books, but, if copyrighted, must not be used for public performances, except as permission for such use be secured from the copyright proprietor.

6. How Effectuated

By libraries of standing, which will apply to others expected to possess the desired material, *in order of their relative distance from, or relative duty to*, the community in which any particular requests originate; the nearest library, whether in respect of distance, or of duty, to be approached first.

Applications for loans should give the author's full name, or at least, surname *correctly spelled*, with initials; title, accurately stated; date; publisher, or place of publication; edition, if a particular edition is needed. Applications should be typed or written *legibly*, preferably on a card of standard library size.

7. Limit of Number of Volumes

Each library must fix a limit for itself.

8. Duration of Loan

This will vary with the nature and purpose of the loan. The time allowed will be stated in each case by the lender when the loan is made. Four weeks is, perhaps, a fair average period. The period is counted from the day the book leaves the lender to the day it is returned by the borrower. An extension of time may usually be obtained for good reasons. Application for such extension must be

made early enough to permit an answer from the lending library to be received before the book's return is due. The lender always reserves the right of summary recall.

9. Notice of Receipt and Return

Receipt of books borrowed must be acknowledged at once; and when books are returned, notice must be sent by mail at the same time. Promptness in this respect is necessary to permit books to be traced if they go astray.

Notice of return should state: Titles of books sent (with call numbers); date of return; conveyance, e. g., insured parcel post, prepaid express, etc., in the latter case, naming the express company.

10. Expenses in Connection With Loan

All expenses of carriage (both ways) and insurance, when effectuated, must be borne by the borrowing library.

11. Safeguards

The borrowing library is bound by the conditions imposed by the lender. These it may not vary, although a good deal will usually be left to the discretion of the borrowing library. In such a case, the borrowing library will safeguard borrowed material as carefully as it would its own; and its librarian will require to be used within its own building whatever material would be so treated, in the interest of safety, were the borrowing library its possessor.

12. Responsibility of Borrower

The borrowing library must assume complete responsibility for the safe-keeping and due return of all material borrowed.

In cases of actual loss in transit, the borrowing library should not merely meet the cost of replacement, but should charge itself with the trouble of making the replacement, unless the owner prefers to attend to the matter.

It should be remembered, too, that while if a single volume of a set be lost, it is usually necessary to buy the whole set or a large part of it in order to obtain the

missing volume, the Post Office or express company is seldom willing to refund the full cost of such replacement. In two recent cases it was possible to collect only the proportional cost of the volumes actually lost as compared with the original cost of the full set—a sum by no means sufficient to make good the loss.

13. General Provisions and Suggestions

Disregard of any of the foregoing rules, injury to books from use, careless packing, or detention of books beyond the time specified for the loan, will be considered good ground for declining to lend in future.

The borrowing library should inform individuals of the conditions attached to each particular loan.

REPORT OF THE BOOKBINDING COMMITTEE

Owing to the resignation of Mr. Bailey as chairman of the Bookbinding Committee, the present chairman has thought it best not to attempt the development of the bookbinding work along the lines of technical discovery and experiments, but to spend the next year or two in popularizing the knowledge already at hand, so that both large and small libraries throughout the country may be induced to take a larger interest in the subject of bookbinding in its more elementary phases. The interest shown by small libraries in the subject of bookbinding has been disappointing at all times. Accordingly the Committee has planned to prepare an exhibit of library bookbinding and its principles, with examples of good and bad practice, and to show this at the Louisville conference of the Association. The plans will include a demonstration of book repairing and mending, something of direct value to every library. It is hoped to prepare the exhibit in such a manner that it may be transported from Louisville to various state library meetings during the next year.

A number of bookbinding inquiries from libraries in various parts of the country have been answered by the chairman of

the Committee, and specifications have been submitted for the forthcoming new edition of the *Encyclopedia Americana*. Likewise considerable correspondence has been carried on with one of the large manufacturing companies which publishes a heavy catalog volume which it desired to have bound in the most approved form.

It is felt by the Committee that too much emphasis cannot be placed at this time on presenting very forcibly to small libraries the necessity of having bookbinding done in approved manner, without reference to the location of the bindery. It has been found that in hundreds of cases libraries are having their work done by so-called library binderies, which are turning out very unsatisfactory work. Every book so bound means a financial loss to the library, and the efforts of the Committee may well be directed to remedying this wide-spread condition, either by exhibits or other methods.

JOSEPH L. WHEELER, Chairman.

REPORT OF COMMITTEE ON PUBLIC DOCUMENTS

The statement which Mr. George H. Carter, clerk of the Joint Congressional Committee on Printing, made at the Asbury Park meeting fully sets forth the status of the printing bill which the House of Representatives had under consideration at that time. Mr. Barnhart of Indiana, chairman of the House Committee on Printing, was unable to get that bill before the House again during the remainder of the Sixty-fourth Congress, and it consequently died with the Congress. The Committee was much encouraged, however, over the fact that the House had approved of substantially one-half of the Barnhart bill during the two days it was under consideration. The similar bill in the Senate advanced no farther than a favorable report from the Senate Committee on Printing, the calendar of the Senate, like that of the House, being filled with more important legislation which crowded out everything else from consideration by

either body during the Sixty-fourth Congress.

Toward the close of the last session of Congress, the Senate Committee on Printing made another effort to have some printing legislation enacted by Congress so as to insure the immediate adoption of certain economies proposed in the original printing bill. An abridgment was made of the old bill by taking from it those sections which related particularly to printing and binding and the distribution of publications for Congress, leaving out those provisions which related more especially to the Government Printing Office and the various departments. This abridged bill made only 28 pages while the original bill consisted of 129 pages. The new bill was generally called the "congressional" printing bill. It was reported from the Senate Committee on Printing by Senator Chilton, the new chairman of that Committee, on January 11, 1917, as "Bill No. 7795." It met with no opposition whatever and was passed unanimously by the Senate without amendment on February 6, 1917. This new bill also met with the approval of the House Committee on Printing and Mr. Barnhart, chairman of that Committee, made several efforts to have it considered by the House before the adjournment of Congress, but in this he was unsuccessful, and the congressional printing bill, like many of its illustrious predecessors, died with the Congress.

Even in this new and abridged bill the Committee did not, however, lose interest in the depository libraries, for it contained substantially all of the provisions of the old bill that are of especial interest to those libraries.

In its report (S. Report No. 910, Sixty-fourth Congress) on the new printing bill, the Committee thus explained the intent and purposes of the provisions relating to depository libraries:

"It is intended to make available for depository libraries every publication of the Government that is printed for the information of the public or the use of Government officials in the transaction of the

public business, especially committee hearings, and publications that are not ordered withheld by the committee itself as confidential."

It will thus be seen that it is now the intention of the Committee to have the selective plan for distribution of publications to depository libraries controlled by regulations rather than the more rigid provisions of the old bill.

No new printing bill has been introduced at the present session of Congress and it does not seem likely that one will be unless Congress enters the field of general legislation, which seems improbable at this time. Nothing will be gained by reintroducing the bill until there seems to be an opportunity for its consideration in either House.

The bill will probably be amplified somewhat along that line so as to make it more complete than was the bill which passed the Senate at the last session of Congress.

GEO. S. GODARD, Chairman.

REPORT OF THE COMMITTEE ON LIBRARY TRAINING

The Committee has held one formal meeting during the year, in connection with the meeting of the A. L. A. Council in Chicago, in December. This meeting was devoted to reports from the various sub-committees as to the progress of their work and to a general discussion of the whole situation. There has been, in addition, much correspondence throughout the entire year on particular questions. The main work of the year, however, has been in investigations carried on by the sub-committees. These sub-committees are as follows: Summer schools, Mr. Chalmers Hadley; Apprentice classes and training classes, Miss Alice S. Tyler; Library instruction in colleges and universities, Miss Charlotte Templeton; Instruction in normal schools, Mr. W. Dawson Johnston.

Summer Schools

Mr. Hadley has submitted an extremely interesting report upon the subject of summer library schools, containing the results

obtained by a questionnaire sent out by him and also embodying in part the results of an investigation made by a Committee of the League of Library Commissions. The report will be printed in the Proceedings as an appendix to this report, but is too long to be included in this preliminary report. In the main Mr. Hadley's investigations establish the fact that the standards laid down by the Committee in 1905 and 1908 for summer library schools are adhered to by all schools, the tendency being to overemphasize rather than underemphasize the subjects suggested by the Committee. Demands for assistance to workers in school libraries, which is of quite recent origin, have caused some variations in the subjects of instruction in order to provide for this type of work. Among other interesting points brought out by Mr. Hadley's report is the development which has taken place in recent years as to offering of summer school courses in alternate series, thereby enabling a student in two successive years to cover a more extensive field. A very good example of this is the work which has been done by the library school of the New York State Library in its summer courses. In other schools the plan has been adopted of offering alternate courses for shorter periods of two or three weeks, one course following the other, so that the student might have three, six, or even nine weeks of study and yet be constantly working over new ground. Both these developments raise the question as to whether this policy might not be still more widely extended; whether, for example, adjoining states might not co-operate by arranging a three or four summer cycle, each state offering either one particular subject through the entire cycle or taking up in succession the various groups of topics covered by the entire cycle. This would make it possible for the student to find in some one of the three or four co-operating states a course suited to his stage of library experience. A librarian who had taken the elementary course could on the following year and for one or two other years cover new ground,

eventually receiving what would be the equivalent of the one-year library school course, without the necessity of losing her position or the consequent loss of income for the entire year. There are difficulties in the way of working out any such scheme, but they do not seem insurmountable. Such a proposition would go counter to the tendency which has developed in some states to limit attendance to those pupils who are from the state and would require a somewhat generous attitude in accepting work done under the direction of other commissions, but it would make possible the advantages of library training to many who otherwise could never hope to attain it and whose limited salaries and unstinted service deserve some such opportunity.

There is also the possibility that some one of the existing summer schools might be able to offer more than one course each summer. If some school could be found with resources and equipment sufficient to enable it to offer two, three or four parallel courses which might be taken in successive years until the equivalent of a year's library school training was secured, this too would aid in the solution of the problem of training those already in the profession who could not in any other way than through the use of vacations take the time or spend the money necessary for a full year of training. It would seem that for either of these ways it ought to be possible to obtain legislation which would authorize commissions and boards of trustees to give financial aid to such worthy applicants.

Another interesting development is the growing number of supplementary courses intended to provide additional work for those who have had the customary summer school instruction. The very existence of these courses in such numbers as is shown by Mr. Hadley's report, is evidence that there is a demand for further summer work, and it is the sincere hope of the Committee that either in the ways above suggested or by the further development of these supplementary courses, additional

facilities may be furnished to those already in the profession who desire more training.

Question was raised in the discussion at the meeting of library commissions in Chicago last December as to the wisdom of the policy recommended by the Committee and heretofore generally followed by the summer schools limiting attendance at these schools to those already in library work or under appointment to some particular position. This policy was originally recommended by the Committee in order to prevent the summer schools from being made a short cut into library service by would-be librarians. Obviously, if anybody who wished could take a summer course and then pose as a library trained person, an opening into the profession would be made which would seriously lower the standards which have hitherto been maintained. I think the Committee is entirely agreed in feeling that this policy must be maintained and that there is still a very considerable desire by would-be librarians to utilize these summer schools as a means of entrance into the profession. If such a policy is not maintained, the schools which do not insist upon this requirement should place the standard of entrance so high as practically to eliminate the unfit. This is likely to be the case in schools connected with our great state universities which, as a rule, insist upon the equivalent of college entrance requirements for admission to summer school. Where such a policy is maintained, the danger is greatly reduced, but not entirely eliminated. It is the judgment of the Committee that it would be better to maintain the rule hitherto followed, but if the exigencies of university requirements seem to make this inadvisable, there should be rigid scrutiny and selection among applicants not having previous library experience.

Normal Schools

Mr. W. Dawson Johnston, sub-committee on library instruction given in normal schools, has found it impossible to get the

results of his investigation in form for the present conference, but suggests the desirability of the following action: That the American Library Association recommend to the Carnegie Foundation Commission on standardization of courses in state normal schools, the consideration of the importance of instruction in library methods in normal schools, and particularly the desirability of (1) correlation of the results of inquiries of the Committees on library courses in normal schools of the N. E. A. and the A. L. A. published in 1915; (2) recommendations regarding the minimum of instruction desirable in the different classes of normal schools; and (3) recommendations regarding the weight to be attached to questions on library methods and state examinations for teachers' certificates. This recommendation is referred by the Committee to the A. L. A. Council for consideration.

Training Classes

Miss Alice S. Tyler, sub-committee on apprentice classes and training classes, has submitted a very full report on this subject. This report will also be printed in full in the Proceedings, but can only be summarized here. The report is based on the answers received in reply to a questionnaire in regard to apprentice and staff training sent out to fifty large and medium-sized public libraries. The questions and summarized replies are as follows:

(1) *Name of library.* Of the 50 libraries to whom questions were sent, 44 replied and 6 gave no answer.

(2) *Is an entrance examination required for admission to your library service?* 39 libraries replied yes; 5, no.

(2a) *If so, in what subjects?* Literature, 27; history, 25; general information, 23; current events, 8; library work, 7; foreign languages, 6; civics, 2; bibliography, 1; science, 1; a general examination, 2.

(3) *Is this examination a distinctly library service examination or are you under municipal civil service?* Distinctly library service, 28; municipal civil service examination, 10; in several cases, however, the

libraries cooperate with the civil service commission in preparing the examination questions.

(4) *If you do not require an entrance examination, how are appointments made and what are the standards by which applicants are measured?* 2 require graduation from library schools; 3 require a high school diploma.

(5) *Do you provide formal class instruction for those admitted to the service?* 27 reply yes; 12, no; 2, somewhat informal instruction.

(5a) It is hardly practical to summarize the answers to 5a—*How frequently and in what subjects?*—The answers, however, will be printed in full in the Proceedings.

(6) *Are those who take this training graded and placed in regular salaried positions at the end of a definite period?* 8 reply yes; 2, no; 7, place on the eligible list; 5, place on the substitute list; 6, require a further examination; 5, reply yes, "if needed"; and 4, place in regular salaried positions after a probationary period of six months.

(7) *Is there a distinction in your library service between clerical assistants and assistants who have had this staff training?* 20 reply yes; 15, no.

(8) *Do those who have had this staff training fill positions that would otherwise be filled by library school graduates?* 12 reply yes; 8, no; 15, "possibly."

(9) *Do you recommend such assistants to other libraries as trained helpers?* 8 reply yes; 18, no; 10, "possibly."

(10) *Are specific designations used for groups of service such as page, cadet, apprentice or assistant, to specify the positions? If so, please characterize each.* The replies to this question are too various to make possibly a summary, but will be printed in full in the Proceedings, as the subject is one which head librarians will find of special interest.

Questions 2 and 5 seem fundamental in connection with this investigation as they have to do with the character of the examination for entrance to the service and the kind of instruction given after appli-

cants have satisfied the examination required. The subjects in which examinations are given are indicated in the answer to the questions. Several libraries state that the examination presupposes a high school education. A personality grading is required by a number of those replying and in a few libraries a physical examination is required. In the Grand Rapids Library a service analysis of personal qualities has been instituted that is full of interest and possibilities. The question as to the nature of the entrance examination for local library service has such an important bearing upon the question of examinations for entrance to library schools that it seems to the Committee highly desirable that the question should be discussed in the Professional Training Section of the A. L. A. The Committee suggests that it is timely to consider whether there should not be more radical differences than now exist between the examinations required of candidates for general staff service in a local library and those examinations which are to be given for candidates to be admitted to a library school. A glance at the subjects now named for the local service examinations would seem to suggest that these examinations have been modelled too largely upon library school examinations and that probably such examinations might be more wisely based upon the standards of the local high school and cover only the general subjects of history, literature and general information. The library schools may reasonably expect more from their applicants. Their questions may assume that more extended reading has been the privilege of the candidate, that modern languages have been mastered, that educational work has been carried sufficiently beyond the high school period to develop an appreciation of literature, an understanding of the different types of literature, and more independent and critical evaluation of literature. The subject is an important one in library training and the Committee believes that a very full discussion which shall distinguish between the local library service examination

and the library school examination would tend to simplify materially the problem of the training and apprentice classes and make still more definite the task set before the library schools. They, therefore, venture to suggest, so far as they may have any right to do so, that this subject be considered next year by the Professional Training Section.

A study of the data brought together by this questionnaire also raises the question whether it would not be profitable to have in connection with the A. L. A. meeting a round table meeting of the heads and the instructors of apprentice and training classes for discussion of the problems common to such classes. The Committee invites correspondence from the heads of such classes indicating their feeling in this matter and if a sufficiently favorable response is indicated, the Committee will endeavor to arrange such a round table.

Another interesting question raised by the data gathered by Miss Tyler is the possibility of more closely relating the work of training classes to the entrance requirements of the library schools. An important question in connection with large city systems is the problem of securing from the training classes assistants who will develop beyond comparatively unimportant service to positions of departmental responsibility. A large percentage of those who take apprentice or training class work find themselves after a few years of service in a blind alley with no prospect for advancement or for increase of salary. If the apprentice class work could be so related to the entrance requirements of the library schools as to prepare students to pass those examinations and if the libraries could then devise some method by which the financially limited could be given part time work or direct financial assistance to cover their necessities while taking the library school course, the opportunities for development would be greatly extended. This also is a subject which might well be considered either by the Professional Training Sec-

tion or in a general session of the American Library Association.

AZARIAH S. Root, Chairman.

Appendix A

Report of Sub-Committee on Summer Schools

The importance of summer library schools has been recognized from the start by the committee on library training. Attention to this field of training was given particular consideration in 1905 when the standards of entrance requirements, subjects for instruction, tests and credentials were established.

Inquiries as to the success of these standards and their observance by the summer schools have followed, and in this the committee has had the co-operation of the league of library commissions. A special round table was held on summer library schools by the league in 1907 and there have been repeated conferences at annual and mid-winter meetings. At its last meeting, held in Chicago, December, 1916, a report on summer library school training was submitted by Clara F. Baldwin, secretary of the Minnesota public library commission and much information here given is from this report.

At present seven summer schools are conducted by library commissions, including the summer schools of the New York State and Wisconsin library schools. Two other regular library schools, Simmons College and the University of Illinois, offer summer courses, and library courses are provided by seven universities, two of which, Iowa and Missouri, are conducted in close co-operation with the state's library officers. The schools at Chautauqua and Riverside are independent of any state supervision.

The varied authority in which the conduct of the summer schools is vested, and the different phases of work emphasized by the library commissions and universities have affected somewhat the unity of purpose in the various courses which formerly prevailed. A deviation also exists

in the courses themselves, particularly in summer schools conducted in the universities, where entrance requirements and credentials conform to the usual regulations of the institution.

An examination of summer library schools seems to show, however, that the spirit of the standards set by the committee on library training in 1905 is maintained. When deviation exists it is usually to be found in over rather than under emphasis, with the result that many summer schools now feel the need of some elimination in courses of work. The other deviation results in the emphasis on certain work made necessary by local needs. The demand for assistance to school workers in school library problems seems most insistent and library commissions as well as the university courses show increasing attention to this phase of library work.

The Minnesota public library commission reports, "Since the State department of education has established a standard for school library service, the training of teacher-librarians is the largest problem. This is raising the standard of preparation, and consequently the grade of work done. Differentiation is made in courses in book selection, reference work and administration for school librarians."

In making this investigation of summer library schools, the basis of requirements was the report of the committee on library training printed in the A. L. A. Papers and proceedings, 1905, pages 122-23.

It is difficult to make an exact comparison of subjects offered and hours devoted to each, owing to differences in classification of subjects and arrangements of courses and indefinite answers, but it is apparent that the usual standard is three hours a day devoted to lectures, with an average of two hours preparation or practice work in each subject.

The number of hours devoted to cataloging and classification in the six-weeks courses varies from 25 to 40, the usual course being 30 to 32 hours, while

the seven-weeks course at Riverside gives 50 hours.

The number of hours devoted to book selection and reference varies from 20 to 31. Apparently the recommendation of one hour per day for book selection, including bibliography, periodicals and binding is too high a standard to be reached, as no school reports so much time given to this subject, even including children's work, of which so large a part is book selection.

The lectures on library economy and general subjects vary so greatly that it seems practically impossible to make comparisons.

The reports and announcements of schools indicate an increase in the amount of work done, and the danger seems to lie in the direction of overcrowding the courses rather than otherwise.

Some special features of work which may be noted are the following: In the New York state library school summer session the courses vary in alternative years; e. g., in 1916, two elementary courses of three weeks each were offered, one in reference work, including trade and subject bibliography, and government documents, and the other dealing with the technical subjects of classification and cataloging. In 1917, as in 1915, a general six-weeks' course will be given, including reference, book-selection and book buying, cataloging and classification and miscellaneous features of library organization. At Simmons College, classes are so arranged that different courses may be taken in two three-weeks periods. There are three distinct courses of thirty periods each: (1) Cataloging and classification, (2) Reference and library economy and (3) Children's work. Students are expected to devote their entire time to the latter course, which is also open to kindergarten and primary teachers.

In Columbia five separate courses are offered, each consisting of five hours a week lecture work, with problems to be done outside of the class. A student may take six points or two courses in any department. The cataloging is restricted to

librarians, library assistants or librarians under appointment. The courses are as follows: Bibliography, including reference books; school library administration; government documents; indexing and filing the business library; cataloging and classification.

At Illinois there are round table discussions of students' problems, led by instructors. In 1916 a three days series of round tables was combined with a district meeting for Eastern Illinois.

Pennsylvania reports five hours each devoted to fiction reviewing, magazine reviewing, and current topics as a profitable feature.

Supplementary courses have been given as follows:

Indiana. A two-weeks' course in cataloging for those who have already taken the summer course.

Iowa. Lectures of a more general and inspirational character are concentrated in one week, when a special effort is made to secure attendance of librarians throughout the state.

Minnesota. A two weeks' course in children's literature was offered last summer as supplementary work to former students.

Missouri. An advanced course in classification, cataloging and administration for those who have taken the elementary course. This is a two weeks' course of three lectures daily.

New Jersey. The fourth week is given to special lectures to which a general invitation is extended. Librarians come from all parts of the state for one or more lectures. One year they specialized in children's work, and another year there was specialization on work with schools, with lectures by school-librarians.

Riverside. A special course for library boards has been given and a course in office filing and indexing was offered this winter.

Wisconsin. A special conference of two weeks was held in 1911, and another of about ten days in 1915 attended by many

former students as well as librarians from other states.

The training of school-librarians is claiming much attention and a variety of courses are offered to meet this demand. A six weeks' course in school library administration is given at Columbia university.

Teachers who are to have actual charge of high-school libraries are admitted to the schools in Indiana, Iowa, Missouri, and Minnesota. In Minnesota for the last two years, the large majority of the class have been school-librarians who are given special courses in book-selection, reference and school library administration.

At Missouri a non-technical course of three hours a week for eight weeks is offered to teachers.

North Dakota university gives a six weeks' course in library methods for teachers in charge of school libraries.

The Michigan board of library commissioners gives courses in each of three normal schools intended for teachers in rural schools who have charge of libraries. Any teacher may take this course. The attendance in one school last year was ten, in another eighteen, and in another seventy-one. The course consists of thirty lessons, including twelve on children's literature, nine on library records, and nine on reference work and trade bibliography.

New York has held a two weeks' institute for high school librarians for the last two years. In 1915 the course covered bibliography and library use two hours per day, and in 1916 cataloging, classification and subject-headings three hours per day.

North Carolina is planning a brief course on school library methods at the next meeting of the Teachers' assembly, beginning a few days prior to the opening of the assembly and continuing a day or two after the close of the regular sessions.

As to number of students, classes are increasing in size, although four commission schools are limiting attendance to students from their own state. The A. L. A. standard of one instructor to every fifteen students has been more than reached by every school reporting.

Examinations or tests are given by twelve schools. Five report no examination. Twelve schools give certificates or passcards, two university schools report grades to the registrar. Seven schools connected with universities are allowed university credits under certain restrictions.

The passcards or certificates submitted conform to the standards in effect, although there is considerable variation as to form, doubtless for the reason that the certificates issued by certain institutions must be uniform with those in other departments. However, the usual form is a statement that the student has completed the course, and that records of work may be had upon application. Some give the grades on the back of the card. There seems to be more or less danger in issuing any kind of a certificate and no very sure way of safe-guarding the profession from the pretensions of inefficient people so long as the public generally and library trustees in many cases remain ignorant of what library training implies. To the uninitiated, a "library course" is sufficient, its strength or thoroughness, or the preparation of the candidate signifies little.

Many summer library schools call particular attention in their printed circulars to the fact that summer school training is in no way equivalent to regular library school training. This statement is made by Indiana, and Minnesota announces: "The object of the summer school is to prepare the students for better work in their present positions, and not to provide a substitute for regular library school training." Similar statements are made by the New York and University of Michigan schools, although entrance to the latter school is not limited to those already filling library positions.

All the schools which offer six-weeks courses, with the exception of the University of Michigan, now require applicants to have library positions or to be under definite appointment to such, as a requirement for admission. The director of the University of Michigan summer library school states, "The aim of the University

of Michigan library in conducting its summer courses in library methods, is fundamentally different from that of the commissions in conducting their schools. The commissions endeavor first of all to assist in a very concrete and practical way, persons in library work who are confessedly not prepared to carry out duties which they either are performing or are soon to undertake. Our primary aim is to assist students and teachers to gain a working knowledge of library processes, both as an aid to their own studies here and to future work which will bring them in touch with libraries. Our second object is to assist persons who have had some library experience and wish for a modicum of training, and our third is to provide a certain amount of training for persons whom we wish to take into our employ. To attain these ends we conform to a standard of academic training rather than to a standard of occupation."

Aside from insistence on the employment or definite appointment of a candidate to a library position, summer library schools differ considerably as to other qualifications for entrance.

Missouri has no age limit, and those in the 1916 class ranged from twenty-one to eighty-one years. Age limits do not exist in Pennsylvania, New York, or Minnesota. The University of Michigan reports that no one was admitted in 1916 who had not completed the work required for entrance to the university.

Indiana has insisted on high school graduation or its equivalent, but "strict adherence to high school graduation will hereafter be adhered to, as departure from this requirement has led to difficulties." High school graduation as a minimum is also required in Wisconsin.

Illinois states: "Our instructors are unanimous in their belief that high school graduation should be the minimum educational requirement. The librarian should at least have the general educational qualifications required of school teachers in the same community."

In New York, "Candidates from libraries outside of New York state are required to

have completed a four-year high school course or its full equivalent, and no candidate with less than this minimum of education can profitably attempt either course."

Practice work before entering the summer school is strongly urged by several schools of candidates who are under appointment, but who lack library experience. A year's actual work in a library is recommended in Pennsylvania.

Wisconsin does not mean to admit anyone who has not some knowledge of library activities and a library vocabulary got from experience. Candidates under appointment but lacking experience are urged to work a year before entering the Wisconsin summer school.

Indiana requires inexperienced candidates to spend at least one month in some approved library previous to the summer course.

Several schools have attempted to solve the difficulty in a class composed of experienced and inexperienced, backward and advanced students. Illinois has depended on the needs of the class and divided it into two groups, those able to go fast and those who are slower. This has not resulted in two separate classes, except in that marked difference in problems and required work has followed.

New York gives personal and individual work to the slower students. In Wisconsin personal help is given backward students and they are advised to drop the cataloging for the year, since that course is usually the stumbling block. Indiana recommends dividing the class at the end of the first two weeks in the course in two groups, the basis of division being ability.

Summer school directors in several states, including Missouri, Pennsylvania, Chautauqua and Iowa, urge library boards to grant leaves of absence with pay to their library employes while in attendance at the schools. Indiana recommends this for librarians of small libraries. Minnesota makes this recommendation only when the student's ability seems to warrant this.

Wisconsin has urged this in about fifty per cent of the students. New York prefers to let librarians make such arrangements directly with their trustees.

In the Indiana, Michigan and Chautauqua schools, definite provision is made for students to visit and see in operation successful library work in nearby institutions. Missouri reports this as its greatest need. At the Illinois school, librarians are brought from neighboring public libraries for the purpose of conferring with the students.

Directors of the Minnesota and Chautauqua schools recommend that library trustees make successful work done at the school by the librarian the basis of promotion in position for salary. This is done in Wisconsin when feasible. New York prefers that the initiative in this be taken by the trustees.

Definite "follow up" work is attempted by most of the schools with students whose weak points in their work have been discovered during the summer course. This has been done by Illinois, New Jersey, Pennsylvania, Michigan, Chautauqua, Iowa and Minnesota. It will be done for the first time this year by Missouri and Ontario. In addition, Wisconsin and Indiana visit the libraries where their students are in charge and revise the work done after the summer library course. The University of Michigan and New York report that "follow up" work is not done.

Recommendations for certain changes in the standards outlined by the A. L. A. committee on library training, with deviations resulting from special needs, are seen in the following statements:

New York. We observe all the standards recommended by the committee in 1905, except "Instruction 4," which, as intimated by two of the committee, is not practicable nor in our judgment desirable. We observe all the stipulations except that we do not give a general six weeks course every year and our certificate is combined with a passcard.

Wisconsin. We follow the standards

practically. Changes made are for local conditions and to raise the requirements.

Illinois. We follow the standards set by the committee, but also require graduation from a four years' high school for entrance.

Missouri. We follow the general outline of other summer library schools. Standards and qualifications for entrance must be kept at a minimum so long as the untrained worker is in the majority. Standards in school work should be high to balance the ease of entrance.

Pennsylvania. Our work is based on the suggested standards. We believe summer library school work should be limited strictly to the essentials.

Chautauqua. The committee's recommendations have proved practical.

University of Michigan. The committee's suggested standards are practical, but adaptations for the needs of our own institution are made.

Minnesota. We have found the A. L. A. standards practical and have followed in general the course recommended by the league of library commissions.

Iowa. The A. L. A. suggestions are generally followed with a variation in the number of hours.

Indiana. We have followed closely the standards set in 1905 and 1908. We believe we have too greatly expanded the number of lectures and should reduce the number devoted to children's work and other activities.

CHALMERS HADLEY,

Sub-Committee on Summer Schools.

Appendix B

Report of Sub-Committee on Apprentice and Training Classes

The investigation regarding apprentice and staff training in a selected list of fifty large and medium sized public libraries, was assigned to me as a member of the A. L. A. committee on library training.

The questionnaire was sent out at two periods, with several intervening months,

but the results shown in their report have been gathered within a period of one year.

The questionnaire was as follows:

1. Name of library.
2. Is an entrance examination required for admission to your Library Service? If so, in what subjects?
3. Is this examination a distinctly Library Service examination, or are you under Municipal Civil Service?
4. If you do not require an entrance examination, how are appointments made, and what are the standards by which applicants are measured?
5. Do you provide formal class instructions for those admitted to the Service? How frequently and in what subjects?
6. Are those who take this training graded and placed in regular salaried positions at the end of a definite period?
7. Is there a distinction in your Library Service between clerical assistants and assistants who have had this staff training?
8. Do those who have had this staff training fill positions that would otherwise be filled by Library School graduates?
9. Do you recommend such assistants to other libraries as trained helpers?
10. Are specific designations used for grades of service, such as page, cadet, apprentice or assistant to specify the positions? If so, please characterize each.

The replies have been tabulated under the questions and are submitted herewith, also list of libraries numbered, so that references are made to each report by number from the tabulated list.

The replies to Questions 2, 3 and 4 regarding entrance requirements for local library service, show that 44 require and five do not require entrance examinations; but of these last three accept local high school diplomas, namely, Dayton, O., Galveston, Tex., and Gary, Ind., and Seattle requires at least one year in a library school or two years' experience in a library. Twenty-eight libraries give a distinctly library service examination, while municipal civil service examinations are given for ten libraries; these are Birmingham, Chicago, Denver, Los Angeles, Milwaukee, Minneapolis, New Haven, New Orleans, Rochester and St. Paul. Several of these libraries cooperate with civil service by preparing examination questions. Formal class instruction is given to those meeting the entrance requirements by 32 libraries.

The practice is varied regarding the placing of apprentices in permanent positions at the end of the training period. Nineteen report that there is a distinction made in their library service between

clerical assistants and assistants who have had staff training. The practice of filling responsible positions in the library by local training, that might otherwise be filled by library school graduates, is answered in the affirmative by 12; while the majority of the others replying state that they *may* do so. Only eight libraries reply that they recommend such locally trained assistants to other libraries as trained helpers.

The question as to designation of grades of service was replied to in many cases by the sending of the printed scheme of library service, the details of which are difficult to include in this report. Some of these are definite contributions to the whole matter of library service and might very properly serve as the basis for a general scheme. Thirty-three report the acceptance of those with regular library school training for responsible positions, without requiring entrance examinations. Summer school training as a substitute for staff training is utilized by Des Moines, Gary and Indianapolis.

Questions 2 and 5 seem fundamental in connection with this investigation, viz.: What is the character of the examinations for entrance to the service; and what instruction is given after applicants have fulfilled entrance requirements? The subjects in which examinations are given and the number requiring them are: 27 Literature, 25 History, 2 Civics, 23 General Information, 8 Current Events, 7 Library Work, 6 Foreign Languages; one each in Bibliography and Science, and two report a general examination. Several state that the examination presupposes a high school education. A personality grading is required in a somewhat indefinite manner by a number of those replying, and in a few libraries a physical test is required. In the Grand Rapids Library a service analysis of personal qualities has been instituted that is full of interest and possibilities. Reasonable facility in the use of the typewriter is named as a requisite by a few libraries.

The subjects for the entrance examina-

tions and the character of the questions for local library service and the instruction given by the library after admission are matters of such importance to library service in general that these seem to be topics especially suited for discussion by the Professional Training Section of the A. L. A. The committee suggests that it is timely to consider differences in the requirements of candidates for general staff service in the local library, who will receive a limited amount of training in the library, and candidates for admission to the library schools. In both cases the minimum might be a high school course or its equivalent and certain personal qualities, with possibly the ability to use the typewriter.

In the first case, the examinations would probably be gauged by the standards of the local high school, including the general subjects of Literature, History and General Information, bearing in mind that this is to be supplemented by staff instruction, and that for general library service under direction, the acquaintance with books, agreeable personal relations with patrons, ability to intelligently use the technical records already existing in the library and a growing knowledge of the general arrangements and policies of that particular library are essentials. The library schools having undertaken to give instruction in the theory and details of technical records and in bibliographic and administrative subjects, may reasonably require more preliminary preparation for their applicants. Extended reading, a knowledge of modern languages, a college course, experience in a library or other educational experience should have been possible as supplementing the high school course. The responsible library positions for which such students should be prepared would seem to justify a considerable difference in the entrance tests of the schools and those of the local libraries. The staff instruction should certainly deal with the immediate local organization, departments and conditions, with a constant study of books, both of reference and general literature; but it does not appear to the committee

that outlines and lectures used in library school are well suited to such use, as the purposes to be accomplished are not the same. Valuable service might be rendered to many librarians who are planning for some systematic training for their staffs if there could be brought together for comparison and discussion the courses given in a few of the large libraries, giving carefully prepared courses, such as Brooklyn, Chicago, Denver, New York, Portland, Los Angeles, Toledo, St. Louis, Springfield (Mass.), and Washington, D. C. In Los Angeles and St. Louis the training classes have taken on the function and more recently the name of library schools.

A phase of this subject of growing interest and importance is the possibility of relating staff training to the entrance requirements of library schools, leading to more advanced professional training. Certain library schools existing in close relations with city libraries, such as those of New York, Cleveland and St. Louis, have opportunity for first hand study of this problem. The New York school, having evolved a recent basis for such relationship, may possibly be the forerunner of a plan that may be a contribution to the general scheme of coördination.

ALICE S. TYLER,

Sub-Committee on Apprentice and
Training Classes.

Questionnaire Sent by A. L. A. Committee
on Library Training
Public Libraries

1. Baltimore, Md.
2. Birmingham, Ala.
3. Boston, Mass.
4. Brooklyn, N. Y.
5. Buffalo, N. Y.
6. Cambridge, Mass.
7. Chicago, Ill.
8. Cincinnati, Ohio.
9. Cleveland, Ohio.
10. Davenport, Iowa.
11. Dayton, Ohio.
12. Denver, Colo.
13. Des Moines, Ia.
14. Detroit, Mich.
15. District of Columbia.
16. Galveston, Texas.
17. Gary, Ind.
18. Grand Rapids, Mich.
19. Haverhill, Mass.
20. Indianapolis, Ind.
21. Kansas City, Mo.
22. Los Angeles, Cal.
23. Louisville, Ky.
24. Milwaukee, Wis.
25. Minneapolis, Minn.
26. Nashville, Tenn.
27. New Haven, Conn.
28. New Orleans, La.
29. New York City.
30. New York City, Queens Borough
31. Oak Park, Ill.
32. Oakland, Cal.
33. Omaha, Neb.
34. Philadelphia, Pa.
35. Pittsburgh, Pa.
36. Portland, Ore.
37. Rochester, N. Y.
38. St. Joseph, Mo.
39. St. Louis, Mo.
40. St. Paul, Minn.
41. San Francisco, Cal.
42. Savannah, Ga.
43. Seattle, Wash.
44. Sioux City, Iowa.
45. Spokane, Wash.
46. Springfield, Mass.
47. Tacoma, Wash.
48. Toledo, Ohio.
49. Utica, N. Y.
50. Worcester, Mass.
51. Youngstown, Ohio.

TABULATION

Questionnaire on Training Classes in Public Libraries.

Question 2 and 2a

Is an entrance examination required for admission to your library service? If so, in what subjects?

| Literature | History | General Information | Current Events | Library Work | Foreign Language | Bibliography | Science | Civics | General |
|---|--|---|--|---------------------------------|---------------------------------|--------------|---------|--------|------------|
| 2, 4, 7, 8, 9, 10, 13, 14, 15, 18, 20, 21?, 24?, 25?, 28, 30, 32, 33, 35, 36, 38, 39, 42, 46, 48, 49, 41, | 2, 4, 7, 8, 9, 10, 13, 14, 15, 18, 24?, 25?, 28, 30, 33, 35, 36, 38, 39, 42, 46, 48, 49, 50, 41. | 4, 5, 6, 8, 9, 14, 15, 18, 23, 24?, 25?, 27, 29, 30, 35, 36, 38, 40, 42, 46, 48, 49, 50, | 2, 4, 7, 10, 13, 14, 15, 20, 24?, 25?, 32, 33, 36, 39, 46, 48, 49, 41. | 1, 7, 12, 22, 27, 37, 40. | * * 3, 8, 9, 20, 25?, 39. | 40. | 18. | 2. | 21. 28. |

No entrance examinations required in 11, 16, 17, 31, 43, 51.

Question 3

Is this examination a distinctly Library Service examination or are you under Municipal Service?

| Municipal | Library | Neither |
|--|--|-----------------------------|
| 2, 7, 12, *, 22, 24, 25, 27, 28, 32?, 37, 40. | 1, 3, 4, 5, 6, 8, 9, 10, 13, 14, 15, 18, 20, 21, 23, 29, 30, 32?, 33, 35, 36, 38, 39, 42, 46, 48, 49, 50, 41. | 11, 16, 17, 19, 31, 43, 51. |

Question 4

If you do not require an entrance examination, how are appointments made, and what are the standards by which applicants are measured?

| Entrance by exam. only | Entrance without ex. on experience | Entrance on Lib. Sch. work | Entrance on exam. to Training cl. | Entrance by exam. from T. C. to staff | High school graduate | Entrance on sum. sch. class |
|---|---|--|---|---------------------------------------|----------------------|-----------------------------|
| 1, 3, 6, 7, 20, 22, 24, 28, 37, 40, 48, 49?, 41. | 5, 9, 10, 16, 18, 25, 27, 29, 30, 32, 33, 35, 36, 39, 42, 43, 46, 50, 51. | 2?, 4, 5, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 28, 21, 23, 25, 27, 29, 31, 32, 33, 35, 36, 38, 39, 42?, 43, 46, 48?, 49?, 50, 51. | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13?, 14, 15, 18, 20, 21, 23, 24, 25, 29, 30, 31, 32, 33, 35, 36, 38, 39, 42?, 43, 49, 50. | 12, 22?, 35, 36, 40, 49, 50. | 11, 16, 17. | 13, 17, 20. |

Question 5

Do you provide formal class instruction for those admitted to the service?

| Yes | No. | Partial |
|---|---|---------|
| 4, 7, 8, 9, 10, 12, 13?, 14, 15, 18, 20, 21, 22, 23, 24, 25?, 29, 30, 31, 32, 35, 36, 38, 39, 40, 42, 46, 48, 49. | 3, 5, 6, 11, 17, 27, 28, 33, 37, 50, 51, 41. | 1, 2. |

Question 5a

Do you provide formal class instruction for those admitted to the service? How frequently and in what subjects?

1 Baltimore.

Partly. Conference once a week. The rest of the work is taken individually in various departments.

2 Birmingham, Alabama.

More or less. About half an hour each day in technical library subjects and literature.

3 Boston.

No.

4 Brooklyn.

Yes. Seven months course (thirty weeks) 700 hours class work; 500 hours practice work in branch libraries. Classification, cataloging, reference work, history of libraries, bibliography, work with children, current events, fiction, classed books, library economy.

5 Buffalo.

The only formal instruction which is given is that of the Round Tables, and by the Heads of different Departments, who require more or less preparation. Young people without training are transferred to different departments for experience.

6 Cambridge, Mass.

We do not provide formal class instruction but aim rather at thoroughness in a particular line and flexibility and adaptability in many departments.

7 Chicago.

Yes. Library technique, literary subjects, and current events.

8 Cincinnati.

Class instruction 5 days, practical work 6 days each week. Subjects: library writing; alphabeting; accessioning; shelf listing; classifying; cataloging; reference books; trade bibliography; evaluation of literature; preparation of reading lists; children's work; registration; charging; mending; typewriting; library economy.

9 Cleveland.

Yes. Apprentice class meets once or twice a week for six or eight months each year; elementary instruction is given in loan work, use of the catalog, reference work and book selection, with lectures on all the various phases of the work of this system; methods taught are confined to those used in this library.

The Training Class for Children's Librarians is confined to applicants

who have had a year's general training at a regular Library School, or several years successful experience in library work. The students give five-sixths of their time to paid practice work in the children's rooms and one-sixth to specialized instruction in work with children. Only the number of students needed for practical work are admitted each year.

10 Davenport, Iowa.

Yes. Three times a week. Technical library work and book criticism.

11 Dayton, Ohio.

No.

12 Denver.

Formal class instruction is required of all applicants for the general service. The library training course covers 8 months with lectures 5 days a week and practice work 6 afternoons a week. Subjects: accession; shelf list; shelf list accession; book numbers; classification; cataloging; reference; bibliography; children's work; public documents; miscellaneous lectures.

13 Des Moines, Iowa.

Expect to. Every day—5 days a week—8 months—all departments of the library.

14 Detroit.

Yes. 6 hours a week; in a general way the course covers the curriculum of the library school.

15 District of Columbia.

Two and one-half weeks preliminary instruction and 2 days weekly for class work, lectures and study. Subjects covered; foreign literature, book selection, children's literature, technical work of the different departments and administrative problems. See circular.

16 Galveston, Texas.

We do not in this library do such training as the questionnaire seems to contemplate; we take from time to time high school graduates as apprentices, who work for three months without pay.

17 Gary, Ind.

No.

18 Grand Rapids.

We find it advisable for substitutes and others who come into the service from elsewhere to take some of the instruction in our apprentice class work. Persons passing this (entrance) examination are placed in our apprentice class, where they get three

months instruction and practice in our work, designed to equip them to be of service (here).

- 19 Haverhill, Mass.
No report.

- 20 Indianapolis, Ind.
Yes. They are taught the classification methods, etc., in use in this library. After an attendant has been here three years we excuse her (with pay) to attend our Public Library Commission Summer School. We send 4 each year, etc.

- 21 Kansas City, Mo.
Yes. Classes 3 times a week, mornings devoted to class or preparation. Afternoons to practical work. Subjects: typewriting, library handwriting, cataloging, (brief course) children's literature, and story telling, classification, reference work, government documents, book selection. Also lectures from the Heads of Departments.

- 22 Los Angeles, Calif.
We have here a training school which is being rapidly developed into a regular library school. It offers a nine months' course, examinations being held in all the courses.

- 23 Louisville, Ky.
Yes. 15 weeks of 7 hours, 6 days each week and 3½ hours Saturday. Two lectures are given, 2 hours are spent in reviewing lectures and 3 hours are given in actual work in different departments and branch libraries.

- 24 Milwaukee, Wis.
Yes. Equivalent of one semester academic.

- 25 Minneapolis, Minn.
We are about to start a training class of a year's course based on the system in use at St. Louis.

- 26 Nashville, Tenn.
No report.

- 27 New Haven, Conn.
No.

- 28 New Orleans, La.
No.

- 29 New York City.
Yes. Two hours twice a week. Subjects: literature, social topics, technique N Y P L.

- 30 New York City, Queens Borough Public Library.
Yes. 6 months, two or three mornings each week in class. Same as above [literature, history, and general

information], library economy required for promotion to higher grades.

- 31 Oak Park, Ill.

Yes. Differs according to needs of apprentices.

- 32 Oakland, Calif.

Yes. 6 weeks 2 hours a day lectures to new substitutes.

- 33 Omaha, Neb.

Not in all cases.

- 34 Philadelphia.

No report.

- 35 Pittsburgh, Penn.

Class instruction is given in classification, cataloging, order work, reference work, mending routine, literature, and history. The total amounts to about 200 hours for the course.

- 36 Portland, Ore.

No, but have training course for non-library school applicants *before* entering service; the course is nine months including 2 weeks preliminary practice in the library. Instruction is given along technical lines and as much practical work as possible.

- 37 Rochester, N. Y.

No.

- 38 St. Joseph, Mo.

Yes. Training class established when there is an expected need for assistance.

- 39 St. Louis, Mo.

Yes. 9 months course. Subjects: those found in the curriculum of any accredited library school but are adapted to meet the especial use [here]; classification, cataloging, reference work, children's work, loan systems, book selection, trade bibliography, public documents, book ordering, binding, typewriting. Practice work for a given number of hours each week.

- 40 St. Paul, Minn.

Training class for apprentices conducted each year.

- 41 San Francisco

No. Individual instruction is given in the various departments.

- 42 Savannah, Ga.

Yes. Six months course is given the training class. This is not necessarily an annual class. Organized each year if eligibles are likely to be needed.

- 43 Seattle, Wash.

No.

- 44 Sioux City, Iowa.

No report.

45 Spokane, Wash.

No report.

46 Springfield, Mass.

Yes. For the apprentice class one hour daily. Brooke's English literature; Stearn's Essentials of Library Administration; general bibliography; reference work; cataloging and classification; oral book reviews; public documents.

47 Tacoma, Wash.

No report.

48 Toledo, Ohio.

Yes. Two or three hours a day 5 days a week for 6 months. Subjects: usual ones in library apprentice classes, following in general the Wisconsin outline.

49 Utica, N. Y.

The time of student work covers one year. Class work continues dur-

ing the first 6 months; students give from 30-35 hours per week. Half of this time is spent in class work, including lectures and preparation, and the other half is assigned to various departments where instruction is given in details of the work. Classes are held 3 times a week. Subjects: reference work, children's work, classification and cataloging, printing and binding, literature. Second 6 months students paid nominal sum.

50 Worcester, Mass.

No.

51 Youngstown, Ohio.

No. Not at present, but we hope to. We do have a weekly class for the younger members of the staff. These have been on the subject of children's work to date and we expect to commence next month with about a dozen lectures on reference work.

Question 6

Are those who take this training graded and placed in regular salaried positions at the end of a definite period?

| No. | Yes | Eligible List | Substitute List | Examination | If needed | After Period 6 mos. |
|---------|---------------------------------|---------------------------|--------------------|------------------------|-------------------------|---------------------|
| 13, 31. | 2, 20, 24, 25, 30, 33?, 38, 41. | 4, 9, 15, 36, 40, 46, 40. | 1, 11, 32, 35, 48. | 7, 12, 22, 39, 40, 49. | 10, 12, 14, 18, 23, 42. | 5, 8, 21, 29. |

Question 7

Is there a distinction in your library service between clerical assistants and assistants who have had this staff training?

| Yes | No |
|---|--|
| 2, 7, 8, 9, 10, 13, 14, 17, 18, 21, 23, 24, 25, 28, 30, 39, 46, 48, 40, 49, 41. | 1, 3, 5, 15, 20, 22, 31, 32, 33, 35, 36, 38, 42, 40. |

Question 8

Do those who have had this staff training fill positions that would otherwise be filled by Library School graduates?

| Yes | No | Possibly |
|---|--------------------------------|--|
| 1, 3, 5, 8, 18, 22, 23, 24, 28, 30, 36, 41. | 4, 20, 29, 31, 35, 38, 49, 20. | 2, 7, 9, 10, 12, 14, 15, 21, 25, 32, 33, 39, 40, 42, 48. |

Question 9

Do you recommend such assistants to other libraries as trained helpers?

| Yes | No | Possibly |
|-------------------------------|--|--|
| 1, 5, 18, 22, 36, 41, 46, 49. | 2, 3, 4, 7, 9, 11, 13, 14, 15, 20, 31, 33, 35, 38, 39, 40, 42, 48. | 8, 10, 12, 21, 24, 25, 28, 29, 30, 32. |

Question 10

Are specific designations used for grades of service, such as page, cadet, apprentice, or assistant to specify the positions? If so please characterize each.

- 1 Baltimore, Md.
Yes. List too long to insert. See annual report.
- 2 Birmingham, Ala.
Yes. Director, Vice-Director, Heads of Departments, Assistants, Attendants, and Apprentices. Assistants are the branch librarians and general assistants whose salaries range from \$50.00 up, and who are not in charge of any department; includes stenographers. Attendants are those who have finished the apprentice course but still receive less than \$50.00. Apprentices are those not yet on the pay roll and who have not yet completed their 6 months training.
- 3 Boston, Mass.
The grades are E—the lowest; C—the medium; B—the highest. The grades were formerly 5 in number, A, B, C, D, E, but A and D have been eliminated. Places are grouped under the appropriate grade letter according to qualification considered essential. For example pages (called by us "runners") under grade E. Expert catalogers, first assistants, assistants in charge of branches (branch librarians), etc., under grade B. And so on. Promotions are made from grade to grade, but the candidate for promotion must have passed the examination for the higher grade.
- 4 Brooklyn, N. Y.
Yes. See printed scheme of library service.
- 5 Buffalo, N. Y.
Our staff is not graded. The names of the positions are given in the list of the staff in our annual reports.
- 6 Cambridge, Mass.
The only specific designations which we use are page and assistant.
- 7 Chicago, Ill.
Yes. See printed schedule.
- 8 Cincinnati, Ohio.
Our service is graded into clerks, apprentices, attendants, catalogers, and reference librarians; there are also pages.
- 9 Cleveland, Ohio.
Yes. Pages, student pages, assistants; the latter are graded in five grades, not including Heads of Departments and Branches, and those filling other positions of special importance. (See circular of information.)
- 10 Davenport, Iowa.
Heads of departments, assistants, and apprentices are all the designations used.
- 11 Dayton, Ohio.
Page, clerical, junior and senior assistants and Heads of Departments. See annual report.
- 12 Denver, Colo.
Yes. The designations used for grades of service in this library are page, general assistant and departmental head. The term apprentice is assigned only for those doing preliminary practice for entrance to Library schools.
- 13 Des Moines, Iowa.
No.
- 14 Detroit, Mich.
Page—paid by the hour; runs errands, puts up books, etc. Apprentice—students in training class. Assistant—trained library workers holding regular appointments.
- 15 District of Columbia.
During the training members of the class are called students and are appointed as junior assistants.
- 16 Galveston, Texas.
Apprentices (who work for three months without pay) if at the end of this time there is need for an appointment the apprentice is made a substitute assistant for a time and not considered as a regularly employed as-

- assistant until her success in her work has been thoroughly proved.
- 17 Gary, Ind.
See schedule.
- 18 Grand Rapids, Mich.
Our service below the Heads of Departments is divided into 2 classes, senior assistants and junior assistants. There are also pages, and book menders who do not enter by examination; stenographers and bookkeepers.
- 19 Haverhill, Mass.
No report.
- 20 Indianapolis, Ind.
Page, apprentice, attendant. Assistants are those who have had library school training or been long in the service.
- 21 Kansas City, Mo.
No.
- 22 Los Angeles, Calif.
Yes. Page, attendant.
- 23 Louisville, Ky.
Yes. The staff is divided into five grades, third, second, first, branch librarian, head of department. Substitutes on the eligible list are used in third grade service and pages are without grade.
- 24 Milwaukee, Wis.
Substitutes and from that to assistants.
- 25 Minneapolis, Minn.
Page is used to mean boy clerks and shelvers. Apprentices, those in course of training. Assistants, those who belong to the regularly appointed trained staff.
- 26 Nashville, Tenn.
No report.
- 27 New Haven, Conn.
Yes. See schedule.
- 28 New Orleans, La.
Page, substitute, library assistant (including department in which she works) and assistant librarians.
- 29 New York City.
See scheme of service of the New York Public Library.
- 30 New York City, Queens Borough.
Apprentice; grades C, B, A, also cataloger, children's librarian, and traveling librarian.
- 31 Oak Park, Ill.
Apprentice (unpaid) and assistant.
- 32 Oakland, Calif.
Substitutes, assistants, first assistants, heads of departments.
- 33 Omaha, Neb.
No.
- 34 Philadelphia, Penn.
No report.
- 35 Pittsburgh, Penn.
Except in administrative positions staff is divided into assistants and pages. No distinction is made by grades.
- 36 Portland, Ore.
Page—ungraded assistant who pastes, does errands and various things not requiring special training. Assistant—member of regular library staff.
- 37 Rochester, N. Y.
Heads of departments; assistants—all who have taken civil service examination; attendants—registered according to civil service formality; typists; pages. Under the main assistants are included branch librarians and first and second assistants in branches and first and second assistants to heads of departments.
- 38 St. Joseph, Mo.
No.
- 39 St. Louis, Mo.
See booklet. P. 4-6.
- 40 St. Paul, Minn.
Junior library assistant—clerical assistants and pages. Second library assistant—general assistants in positions requiring general library training. Cataloger, reference librarian, children's librarian—assistants with special training and experience. First assistant to division chief. Chief of division.
- 41 San Francisco, Cal.
See schedule.
- 42 Savannah, Ga.
Page—boy for shelving, errands, etc.; Apprentice—member of training class; Assistant—member of professional staff.
- 43 Seattle, Wash.
See booklet.
- 44 Sioux City, Iowa.
No report.
- 45 Spokane, Wash.
No report.
- 46 Springfield, Mass.
No.
- 47 Tacoma, Wash.
No report.
- 48 Toledo, Ohio.
Page or book boy; apprentice—term used after acceptance and before appointment as substitute; substitute; assistant—after regular appointment.
- 49 Utica, N. Y.
The terms page, student, junior and senior assistant are used to designate grades of service.
- 50 Worcester, Mass.
See library rules.
- 51 Youngstown, Ohio.
No.

REPORT OF PROGRESS OF THE DECIMAL CLASSIFICATION ADVISORY COMMITTEE

During this first year's work most of the committee-members could not be very active, as the work of determining the classification-needs of libraries in general and of organizing the sub-committees, which fell almost wholly on the secretary, has been arduous and long. The coming year should show many positive results of general applicability.

A circular was first sent to about 700 libraries asking where the Decimal Classification needed improvement. About 200 replied. These replies were carded on about 5,000 cards. They deal with classes requiring expansion or change, with subjects requiring classification and assignment to symbols, etc.

The classes shown to be most in need of expansion are:

- 63 Agriculture
- 658 Business
- 79 Amusements
- 15 Psychology
- 656 Transportation
- 38 Transportation
- 659 Advertising
- 629.2 Automobiles
- 657 Business
- 66 Chemical technology
- 940.913 European War

Only 26 per cent of those responding wished an abridged edition of the D. C. 82 per cent of those responding subscribed to the proposed L C—D C equivalents, being equivalent to 116 copies.

The sub-committee appointed at the Asbury Park meeting to expand the European War classification has written and classed over 7,000 titles and the tentative scheme has practically reached its final form. The first ten main divisions of the subject will be presented at the Louisville meeting. The chief problem now is to decide with the editors of the D. C. on the root-number. The editors are willing to acquiesce to our request to change from 940.913 of the 9th edition to 940.92. We are further considering with them the possibilities of securing a 4-figure number

either at 909.9 or in 940.1-8, as the war, being prolonged and extended, makes its literature enormous.

Sub-committees have been formed, each of seven members—all experienced classifiers of large D. C. libraries and each with a chairman who is a member of the main committee. Three of these expanding 658, Business, 659, Advertising, and 15, Psychology have begun work. The others appointed to expand the classes mentioned above (except Agriculture, which the D. C. editors have already expanded), will have begun work before the Louisville meeting.

Some 30 volunteers have been secured to co-operate with the sub-committees by writing slips for the titles by means of which the classifications are tested.

Mr. G. W. Lee of Boston has been appointed by the President as an additional member of our main committee and the President will be asked to appoint one more member.

It is to be the practice of the committee to ask reports of progress, monthly from its sub-committees and to publish monthly its circular indicating what the progress has been and asking advice of the committee-members on the questions that arise. The first of these has been published asking for classification and D. C. numbers for 29 important, but at present unclassified, subjects.

The secretary has also answered a number of communications from libraries addressed to him directly or through the secretary of the A. L. A. This practice will probably increase.

Respectfully submitted,

C. W. ANDREWS, Chairman.

REPORT OF THE TRUSTEES OF THE CARNEGIE AND ENDOWMENT FUNDS

The Trustees of the Endowment Fund beg leave to submit the following statement of the accounts of their trust for the fiscal year ending January 15, 1917:

The only change in investments during the year occurred through the calling of one \$1,000 United States Steel Corpora-

tion Sinking Fund 5% Gold Bond due April 1, 1963 on May 1st, at 110, and the reinvestment of the proceeds in another \$1,000 bond of the same issue at 105½ plus commission. All interest on investments has been promptly paid. As set forth in our report of last year, there were included in the securities taken over by us upon our appointment as Trustees \$15,000, par value, Missouri Pacific Railway Company Collateral Trust 5% Bonds due January 1, 1917. Default having occurred in the payment of the semi-annual interest on these bonds which matured September 1, 1915, the bonds held by us were deposited with the Columbia Trust Company, of this city, as depository of a committee formed to protect the interests of the holders of that issue of bonds, and this committee thereafter advanced the amount of the successive coupons attached to the deposited bonds. The reorganization of the Missouri Pacific Railway Company has since been proceeding and is ex-

pected to be completed in the near future. Under this plan the holders of the 5% bonds maturing January 1, 1917, are entitled to receive the same amount in par value of first and refunding mortgage 5% bonds of the new company maturing January 1, 1923. If this plan is carried out, it is believed that there will be no loss to the Endowment Fund either in principal or interest, by reason of this Missouri Pacific investment.

The usual audit of the investments and accounts of the trust was, at the request of the chairman of the Finance Committee of the American Library Association, made by Mr. Franklin O. Poole, librarian of the Association of the Bar of the City of New York.

Respectfully submitted,

M. TAYLOR PYNE,

EDWARD W. SHELDON,

WM. W. APPLETON.

Trustees, Carnegie and Endowment Funds.
April 17, 1917.

CARNEGIE FUND, PRINCIPAL ACCOUNT

Cash donated by Mr. Andrew Carnegie.....\$100,000.00
Invested as follows:

| Date of Purchase | | Cost Book Value |
|------------------|--|-----------------|
| June 1, 1908 | 5,000 American Telephone & Telegraph Company 4% Bonds due July 1, 1929, interest January and July | 96½ \$ 4,825.00 |
| June 1, 1908 | 10,000 American Telephone & Telegraph Company 4% Bonds due July 1, 1929, interest January and July..... | 94% 9,437.50 |
| June 1, 1908 | 15,000 Cleveland Terminal & Valley Railroad Company First Mortgage 4% Bonds due November 1, 1995, interest May and November | 100 15,000.00 |
| June 1, 1908 | 10,000 Seaboard Air Line Railway (Atlanta-Birmingham Division) First Mortgage 4% Bonds due May 1, 1933, interest March and September | 95½ 9,550.00 |
| June 1, 1908 | 15,000 Western Union Telegraph Company Collateral Trust 5% Bonds due January 1, 1938, interest January and July..... | 108½ 15,000.00 |
| June 1, 1908 | 15,000 New York Central & Hudson River Railroad Company, Lake Shore Collateral 3½% Bonds were exchanged February 10, 1916, for | |
| | 15,000 New York Central Railroad Company Consolidation Mortgage Gold 4% Bonds, Series "A," due February 1, 1998, interest February and August..... | 90 13,500.00 |

| | | | | |
|---------------|----------------|--|------|---------------------|
| June 1, 1908 | 15,000 | Missouri Pacific Railroad Company Col- lateral Trust 5% Bonds due January 1, 1917, interest March and September, Columbia Trust Company certificate of deposit | 104% | 15,000.00 |
| May 3, 1909 | 14,000 | United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963 interest May and November..... | 104 | 14,000.00 |
| Aug. 6, 1909 | 1,500 | United States Steel Corporation Sink- ing Fund Gold 5% Bonds due April 1, 1963, interest May and November..... | 106% | 1,500.00 |
| July 27, 1910 | 1,000 | United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November..... | 102½ | 1,000.00 |
| May 11, 1916 | 1,000 | United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November..... | 105¼ | 1,000.00 |
| | <u>102,500</u> | | | |
| Jan. 15, 1917 | | United States Trust Company on deposit.... | | 99,812.50 187.50 |
| | | | | <u>\$100,000.00</u> |

The surplus account was increased \$100.00 during 1916 by Premium received on one United States Steel Corporation Sinking Fund Gold 5% Bond called in at 110, making Surplus Account \$250.00.

CARNEGIE FUND, INCOME ACCOUNT

| | | | |
|-------------|----|--|-------------------|
| 1916 | | | |
| January | 15 | Balance | \$1,423.60 |
| February | 2 | Int. New York Central..... | 262.50 |
| February | 10 | Int. New York Exchange..... | 75.00 |
| March | 1 | Int. Seaboard Air Line | 200.00 |
| March | 6 | Int. Missouri Pacific | 375.00 |
| May | 1 | Int. Cleveland Terminal | 300.00 |
| May | 1 | Int. United States Steel..... | 437.50 |
| July | 1 | Int. Western Union | 375.00 |
| July | 1 | Int. American Telephone & Telegraph..... | 300.00 |
| August | 1 | Int. New York Central..... | 300.00 |
| September | 1 | Int. Seaboard Air Line..... | 200.00 |
| September | 7 | Int. Missouri Pacific | 375.00 |
| November | 1 | Int. Cleveland Terminal | 300.00 |
| November | 1 | Int. United States Steel | 437.50 |
| December | 1 | Int. On deposit | 66.06 |
| 1917 | | | |
| January | 2 | Int. Western Union | 375.00 |
| January | 2 | Int. American Telephone & Telegraph..... | 300.00 |
| | | | <u>\$6,102.16</u> |

Disbursements

| | | | |
|-------------|----------|--|-------------------|
| 1916 | | | |
| May | 11 | Premium United States Steel Bond bought..... | \$ 52.50 |
| May | 11 | Accrued interest | 1.39 |
| June | 6 | Carl B. Roden, Treasurer..... | 2,000.00 |
| September | 22 | Carl B. Roden, Treasurer..... | 1,500.00 |
| December | 4 | United States Trust Co. Commission..... | 75.00 |
| December | 13 | Carl B. Roden, Treasurer..... | 1,000.00 |
| January | 15, 1917 | Cash on hand..... | 1,473.27 |
| | | | <u>\$6,102.16</u> |

LOUISVILLE CONFERENCE

ENDOWMENT FUND, PRINCIPAL ACCOUNT

1916

| | | | |
|-----------|----|---------------------------------------|------------|
| January | 15 | On hand, bonds and cash..... | \$8,061.84 |
| February | 3 | Life Membership, F. R. Castor..... | 25.00 |
| February | 3 | Life Membership, L. N. Feipel..... | 25.00 |
| March | 4 | Life Membership, T. Sachs | 25.00 |
| March | 4 | Life Membership, L. R. Gibbs..... | 25.00 |
| April | 7 | Life Membership, J. R. Donnelly..... | 25.00 |
| April | 7 | Life Membership, M. E. Hazeltine..... | 25.00 |
| September | 11 | Life Membership, M. Johnson..... | 25.00 |
| September | 11 | Life Membership, W. L. Brown..... | 25.00 |

\$8,261.84

Invested as follows:

| Date of purchase | | Cost | |
|------------------|----------|--|----------------|
| 1908 | | | |
| June | 1 2 | U. S. Steel Corporation Sinking Fund Gold 5% Bonds | 98½ \$1,970.00 |
| October | 19 2 | U. S. Steel Corporation Sinking Fund Gold 5% Bonds | 102½ 2,000.00 |
| November | 5 1½ | U. S. Steel Corporation Sinking Fund Gold 5% Bonds | 101 1,500.00 |
| 1910 | | | |
| July | 27 1½ | U. S. Steel Corporation Sinking Fund Gold 5% Bonds | 102½ 1,500.00 |
| 1913 | | | |
| December | 8 1 | U. S. Steel Corporation Sinking Fund Gold 5% Bond | 99½ 991.25 |
| January | 15, 1917 | Cash on hand, U. S. Trust Co..... | 300.59 |

\$8,261.84

ENDOWMENT FUND, INCOME ACCOUNT

1916

| | | | |
|----------|---|-----------------------------|----------|
| May | 1 | Int. U. S. Steel Bonds..... | \$200.00 |
| November | 1 | Int. U. S. Steel Bonds..... | 200.00 |

\$400.00

Disbursements

1916

| | | | |
|----------|----|-------------------------------|---------|
| April | 8 | Exchange on check..... | \$ 0.10 |
| June | 6 | Carl B. Roden, Treasurer..... | 199.90 |
| December | 13 | Carl B. Roden, Treasurer..... | 200.00 |

\$400.00

REPORT OF THE TREASURER

January-May, 1917

Receipts

| | |
|--|-------------|
| Balance, Union Trust Company, Chicago, Jan. 1, 1917..... | \$ 4,257.13 |
| G. B. Utley, Secretary, Membership Dues..... | 7,108.50 |
| G. B. Utley, Secretary, Life Memberships..... | 150.00 |
| Trustees Carnegie Fund, income | 2,000.00 |
| Trustees Endowment Fund, income | 200.00 |
| Interest on Bank Balance, January-May..... | 40.60 |

\$13,756.23

REPORTS

297

Expenditures

Checks No. 96-102 (Vouchers No. 1474-1574 incl.).....\$4,509.58

Distributed as follows:

| | |
|------------------|-----------|
| Bulletin | \$ 515.09 |
| Conference | 44.05 |
| Committees | 378.27 |

Headquarters:

| | | |
|---|----------|------------|
| Salaries | 2,383.30 | |
| Additional services | 357.41 | |
| Supplies | 137.74 | |
| Postage and tel. | 156.42 | |
| Miscellaneous | 151.35 | |
| Contingencies | 36.39 | |
| Travel | 199.56 | |
| Trustees Endowment Fund | 150.00 | |
| A. L. A. Publishing Board, Carnegie Fund income.. | 2,000.00 | 6,509.58 |
| | | <hr/> |
| Balance, Union Trust Co., Chicago..... | | \$7,246.65 |
| G. B. Utley, Bal., National Bank of the Republic..... | | 250.00 |
| | | <hr/> |
| Total balance | | \$7,496.65 |

James L. Whitney Fund

| | |
|--|----------|
| Principal and interest, Dec. 31, 1916..... | \$281.98 |
| Interest, Jan. 1, 1917..... | 4.15 |
| Eighth installment, Feb. 2, 1917 | 26.24 |
| <hr/> | |
| Total | \$312.37 |

Respectfully submitted,

Chicago, June 5th, 1917.

C. B. RODEN, Treasurer.

REPORT OF FINANCE COMMITTEE

To the American Library Association:

In accordance with the provisions of Section 12 of the Constitution, your Finance committee submits the following report:

The probable income of the association for 1917 has been estimated as \$24,480.00, and the Executive Board has been authorized to make appropriations to this amount. The details of the estimated income were published in the Bulletin for January, 1917, together with the budget

adopted by the Executive Board, and are for this reason not given here.

Dr. C. W. Andrews has audited for the committee the accounts of the treasurer and of the secretary as assistant treasurer. He found that the receipts as stated by the treasurer agree with the transfers of the assistant treasurer, with the cash accounts of the latter, and with the statements of transfers in the accounts of the trustees. The expenditures as stated are accounted for by properly approved vouchers, and the balance shown as that in the

Union Trust Company of Chicago agrees with the bank statement of December 31, 1916. The bank balances and petty cash of the assistant treasurer agree with the bank books and petty cash balances. The accounts of the assistant treasurer are correct as cash accounts.

The securities now in the custody of the trustees have been checked for the committee by Mr. F. O. Poole, who certifies that their figures are correct. He found that the bonds and other securities amount, at par value, to \$102,500.00 for the Carnegie fund, and to \$8,261.84 for the endowment fund.

The accounts of the James L. Whitney fund, which are in the hands of the treasurer, have been examined and found to be as stated by him in his annual report.

Respectfully submitted,

H. W. CRAVER,
Chairman.

A. L. A. PUBLISHING BOARD

New Publications—No new publication important in size or of wide circulation has been issued during the past year. In the report for 1915-16 we called attention to the revised edition of the Kroeger "Guide to the study and use of reference books" in preparation by Miss Isadore G. Mudge and were obliged to explain that serious delay in its appearance had resulted from the illness of the compiler. We confidently expected, however, that the book would be issued before the library schools opened in the fall. Owing to Miss Mudge's continued inability to furnish manuscript and read proof as rapidly and as promptly as we could wish, the book is not yet published. Nearly all the book is now in page proof and the index is being made. A small amount of manuscript remains, however, to be furnished by Miss Mudge, which we hope shortly to receive. Surely the book will be ready for distribution within the next two or three months, but we fear not in time for the summer schools, greatly to their inconvenience and disappointment.

As a makeshift for the new edition, the

secretary had sets of galley proof of such parts as had been set up, pulled and wired together and distributed for the use of the library schools. This was an inconvenient form in which to use the material, but enabled instructors in reference work to have the benefit of the new text.

The selected list of Russian books, compiled by Miss Campbell, and the list of recent French literature by Mrs. Bowerman, have found distinct usefulness in many public libraries. Neither of the lists has, however, as yet paid for itself. It has been the experience of the Board that although the foreign lists meet a real need and are appreciated by those who buy them, yet it is difficult to dispose of a sufficiently large number to pay the cost of production without charging a retail price out of proportion to their size. As many of these foreign lists should be issued as financial and editorial resources will permit, but they have to be balanced by other publications having a wider appeal and consequently a better pecuniary return.

The new publications of the year are as follows:

Selected list of Russian books, compiled by J. Maud Campbell. (Foreign book list 7.) 1,500 copies.

Recent French Literature, compiled by Sarah Graham (Mrs. George F.) Bowerman. (Plates.) 1,000 copies.

Mending and repair of books, by Margaret W. Brown, revised by Gertrude Stiles. (Handbook 6.) (Plates.) 2,000 copies.

League of library commissions handbook, 1916, compiled by Henry N. Sanborn. 2,000 copies.

Manual for institution libraries, compiled by Carrie E. Scott. (Handbook 10.) 1,000 copies.

A. L. A. Manual of library economy:

Chap. 17, Order and accession department, by F. F. Hopper. (Edition 2, revised.) 2,500 copies.

Reprints—The following publications have been reprinted:

Books for boys and girls, by Caroline M. Hewins. 1,000 copies.

Government documents in small libraries, by J. I. Wyer, Jr. (Handbook 7.) 1,000 copies.

From A. L. A. Proceedings, 1916:

Library statistics, compiled by the American Library Association. 300 copies.

Making maps available, by Beatrice Winsler. 300 copies.

Forthcoming Publications—Last year we announced that arrangements had been made with Mr. H. G. T. Cannons, author of the "Bibliography of library economy," to publish a supplement 1910-1915 of this work. Mr. Cannons writes us from England that the work is completed and the manuscript is being typewritten. We hope, notwithstanding the present difficulties of ocean transportation, to receive a copy of the manuscript before long and to arrange for its printing and the publication of the book.

Analytical cards for Warner's Library of the world's best literature are being reprinted in response to a considerable demand. Advance orders for over one hundred sets have already been received. There are about one thousand cards in the set.

Tables showing equivalents in the Decimal Classification and the Library of Congress Classification are being compiled by Mr. A. Law Voge, of the Mechanics-Mercantile Library, San Francisco. The tables will be issued in independent parts. "Technology," the first group to be undertaken, is nearly ready for printing. This publication will, it is believed, be of considerable service as a labor saver in the classification department, and in connection with the use of the L. C. cards, and will enable untrained assistants to do much of the actual classifying.

The Board has now in press a short list of indexes of special subjects which various libraries have made primarily for their own use. The suggestion leading to its preparation was made some months ago by one of the members of the Board. It is believed that such a list in the hands

of reference librarians will open up sources of information not previously known. The list is short and far from satisfactory, but we hope its appearance will lead other libraries to report special indexes which will warrant a revised and enlarged edition.

Efforts are being made to ascertain whether an "Index to songs," which has been discussed on several occasions by the Board, would obtain sufficient support if compiled and published. Thus far returns have been very discouraging, although we can but believe that such an index if actually on the market would be bought by a fairly large number of libraries. The expense of preparing and printing would be so great, however, that the Board feels procedure would be unwise until more assurance of its favorable reception is received.

Chapter XXV of the Manual of library economy, dealing with pamphlets, clippings, broadsides, prints, pictures, music, bookplates and maps, and bearing the title "Pamphlets and minor library material," is now in press and will probably be published before the appearance of this report.

Three chapters remain to be printed:

Cataloging—In preparation by Miss Sophie K. Hiss.

Library work with schools—In preparation by Mr. W. H. Kerr.

Museums and libraries—In preparation by Mr. P. M. Rea.

Mr. Harold A. Mattice, of the Library of Congress, reports that the list of detective, mystery and ghost stories which he and Miss Laws, of the same Library, are compiling is making progress and they hope to have it done in a reasonable time.

Library Annual—The question of the publication of a library annual containing carefully compiled statistics, but also containing features other than statistics, has been discussed for several years by groups of librarians and in the pages of library periodicals. The subject received considerable attention at the last mid-winter meeting of the Council and also of the

Publishing Board. (See Bulletin, January, 1917, p. 12-13, 38.) As a result of recent negotiations the United States Bureau of Education has agreed, through the Commissioner, Dr. P. P. Claxton, to print and publish, as a Bulletin of the Bureau, such a library annual provided manuscript ready for the printer can be furnished free of expense. The Bureau will also permit the use of its frank in sending out the necessary questionnaires to libraries. Steps are now being taken to determine what should be comprised in such a publication, and when a decision relative to the contents of the volume is reached, the collection and arrangement of material will be begun and pushed as energetically as conditions will permit.

A. L. A. Booklist—The total subscriptions to the Booklist now are as follows: Bulk to commissions and libraries, 2,604; retail subscriptions, 2,168; sent to library members and affiliated state associations as part of their membership perquisites, 617; free list, 112; total, 5,401 (as against a total of 5,134 reported last year).

Hereto are appended brief reports from Miss Massee, editor of the A. L. A. Booklist, and Mr. Merrill, editor of A. L. A. Periodical cards.

Respectfully,

HENRY E. LEGLER, Chairman.

A. L. A. BOOKLIST

Except for changes in its staff the Booklist has had an uneventful year. The regular edition now numbers 5,600 copies.

The Dial proposed to reprint the list each month but it developed in the course of negotiations that this could not be accomplished without losing our identity as an individual publication. The Dial wished to become the official publisher of the Booklist as the Athenaeum is the official publisher of the list for The Library Association.

The contributors to the Booklist seemed to think that this would be a regrettable loss of individuality, that the natural inference on the part of casual readers

would be that the Dial made the Booklist and that it would lose its power as a co-operative list formed from the consensus of library opinion.

The subscription price would be difficult to adjust as the Dial could not afford to add the Booklist subscription list at its present rate and the Booklist could not afford to lose its individual subscribers.

The discussion gave rise to many expressions of loyalty both to the Booklist and the Dial. The question of collaboration has not been decided as we go to press but will come before the Publishing Board and be definitely settled there.

Miss Clark left in October to take work in the School of Civics, and Miss Hawks left in May to take a position as librarian of Penn College, Oskaloosa, Iowa.

Miss Birge and Miss Van Arsdale are busy trying to absorb and express Booklist ideas.

Naturally these changes in a small staff make the work more difficult and the Booklist needs book notes more than ever, as it is not easy for inexperienced people to write good book notes.

In January the editor visited Boston and New York to talk with publishers. This annual visit promotes a mutual understanding which is valuable to the Booklist and it is gratifying to see the interest with which the publishers follow Booklist decisions.

The editor has talked book selection, incidentally the Booklist, before the Michigan State Library Association, members of the library staff in Detroit, the Indiana Summer School, the meeting of the Indiana librarians and trustees, the New York State Library School, the Western Reserve Library School, the Highland Park Parents and Teachers Association, the Chicago Public Library Training Class, a Mothers' Club in Evanston, Conference of the Chicago Library District.

We made a list of fiction representing phases of city life which is being used in the University of Chicago with a course on municipal sociology. We wish we could

do more of this sort of work. Our files notes make it a natural development.

The Booklist sent sample copies for distribution to the meeting of the High School Teachers at the N. E. A. and to the Booksellers' convention in New York City. The returns in subscriptions were very slight.

We have printed a leaflet explaining the purpose and working of the Booklist which we shall use for advertising and for an introduction to new publishers when we wish to ask for books. Copies of this leaflet will be sent to any library on request.

We hoped to be able to announce that we should print monthly a short list of French books to supplement the A. L. A. list published this winter. This has been postponed but will undoubtedly be possible later on. We hope some day to have a regular supplement listing books from several European countries.

MAY MASSEE.

A. L. A. PERIODICAL CARDS

During the year ending April 30, 1917, only three shipments of cards have been sent out, numbered 329, 330, and 331. These shipments included 480 new titles and 45 reprints, making a total of 525 titles. The number of cards printed was 40,895, of which 29,851 were distributed and 11,044 (or 37 per cent) were surplus.

The remarkable falling off in the number of titles is due, of course, to the war, which has almost cut off the supply of German serials; and has interfered with the production and transmission of other foreign serials. Our contract with the printers calls for a minimum of 165 titles to a shipment; and while the printers have not insisted upon this figure, yet we have had to wait three months or more for enough titles to accumulate to make a respectable shipment.

WM. STETSON MERRILL.

A. L. A. PUBLISHING BOARD—FINANCIAL REPORT

Cash Receipts May 1, 1916, to April 30, 1917

| | | |
|----------------------------------|-------------------------|-------------|
| Balance, May 1, 1916..... | \$ | 364.03 |
| Interest on Carnegie Fund..... | (June, 1916—\$2,000.00) | |
| | (Oct., 1916— 1,500.00) | |
| | (Dec., 1916— 1,000.00) | 4,500.00 |
| Receipts from publications | | 10,451.25 |
| Interest on bank deposits..... | | 10.61 |
| | | \$15,325.89 |

Payments May 1, 1916, to April 30, 1917

Cost of publications:

| | |
|--|------------|
| A. L. A. Booklist..... | \$2,501.32 |
| A. L. A. Publishing Board reports..... | 33.92 |
| Bibliography of library economy, supplement (typing manuscript) | 50.00 |
| Book lists (4), reprint | 29.26 |
| Books for boys and girl, reprint..... | 99.30 |
| Guide to reference books—Proof sheets to new edition (for use in library schools)..... | 128.21 |
| League of Library Commissions Handbook, 1916..... | 332.40 |
| Manual for institution libraries, Handbook 10 (including plates) | 117.05 |
| Manual of library economy: Chaps. 11, 17 (revised ed.), 18 | 294.88 |
| Mending and repair of books, Handbook 6, revised ed. (including plates) | 75.17 |
| Periodical cards | 323.16 |
| Press proof proposed new form for A. L. A. Booklist.... | 11.75 |
| Recent French literature | 125.25 |
| Reprints from A. L. A. Proceedings, 1916: | |
| Library statistics | 16.38 |
| Making maps available | 5.95 |
| Selected list of Russian books..... | 330.00 |
| U. S. Government documents in small libraries, Handbook, 7, reprint | 40.61 |
| | \$4,514.61 |

| | | |
|--|---------------------|-------------|
| Addressograph supplies | 22.02 | |
| Advertising | 264.80 | |
| Editing publications | 96.20 | |
| Expense, headquarters | (1916—a/c) 2,500.00 | |
| Postage and express | 649.15 | |
| Publications—as agent: | | |
| New types of library buildings, Wisconsin Free Library | | |
| Commission | 7.00 | |
| Royalties | 8.90 | |
| Salaries | 4,754.09 | |
| Supplies and incidentals | 847.19 | |
| Travel | 286.82 | |
| Balance on hand April 30, 1917 | 1,375.11 | \$15,325.89 |

SALES OF A. L. A. PUBLISHING BOARD PUBLICATIONS

April 1, 1916, to March 31, 1917

| | | | |
|--|-------|------------|------------|
| A. L. A. Booklist, regular subscriptions | 1,915 | \$1,915.00 | |
| Additional subscriptions at reduced rate of 50c | 253 | 126.50 | |
| Bulk subscriptions | | 1,101.85 | |
| Extra copies | 1,020 | 150.20 | \$3,293.55 |
| Handbook 1, Essentials in library administration | 483 | 102.17 | |
| Handbook 5, Binding for libraries, revised ed. | 469 | 60.22 | |
| Handbook 6, Mending and repair of books, revised ed. | 1,042 | 111.01 | |
| Handbook 7, U. S. Government documents in small libraries | 364 | 48.12 | |
| Handbook 8, How to choose editions | 103 | 14.31 | |
| Handbook 9, Normal library budget | 151 | 20.43 | |
| Handbook 10, Manual for institutional libraries | 274 | 67.24 | 423.50 |
| Tract 2, How to start a library | 145 | 6.25 | |
| Tract 4, Library rooms and buildings | 132 | 11.76 | |
| Tract 5, Notes from the art section | 14 | .70 | |
| Tract 8, A village library | 37 | 2.00 | |
| Tract 9, Library school training | 36 | 1.75 | |
| Tract 10, Why do we need a public library | 327 | 12.72 | 35.18 |
| Foreign lists, French | 22 | 5.33 | |
| Foreign lists, French fiction | 17 | .85 | |
| Foreign lists, French literature, Recent | 201 | 48.29 | |
| Foreign lists, German | 20 | 9.48 | |
| Foreign lists, Hungarian | 22 | 3.23 | |
| Foreign lists, Italian | 17 | 5.80 | |
| Foreign lists, Norwegian | 15 | 3.60 | |
| Foreign lists, Polish | 14 | 3.41 | |
| Foreign lists, Swedish | 15 | 3.64 | |
| Foreign lists, Russian | 939 | 244.01 | 327.64 |
| Reprints, Bostwick, Public library and public school | 15 | 1.47 | |
| Reprints, Inspirational influence of books in the life of children | 31 | 1.45 | |
| Reprints, Library statistics | 51 | 2.51 | |
| Reprints, Making maps available | 75 | 3.73 | |
| Reprints, N. E. A.—List of books for rural school libraries .. | 2 | .19 | |
| Reprints, N. E. A.—Report of Committee on rural school li- | | | |
| braries | 118 | 4.69 | |
| Reprints, Some recent features in library architecture | 19 | .95 | 14.99 |
| Periodical cards, subscriptions | | 465.42 | |
| Periodical cards, Reed's Modern eloquence | 1 set | 2.50 | 467.92 |

League publications:

| | | | |
|--|-----|--------|--------|
| Aids in library work with foreigners..... | 151 | 12.87 | |
| Directions for the librarian of a small library..... | 78 | 6.92 | |
| League Handbook, 1910..... | 5 | 1.13 | |
| League Handbook, 1916..... | 418 | 181.29 | |
| League Yearbook, 1912..... | 5 | 1.13 | 203.34 |

A. L. A. Manual of library economy:

| | | | |
|--|-----|-------|--------|
| Chap. 1, American library history..... | 211 | 13.88 | |
| Chap. 2, Library of Congress..... | 75 | 6.58 | |
| Chap. 3, The State library..... | 166 | 11.95 | |
| Chap. 4, College and university library..... | 155 | 11.38 | |
| Chap. 5, Proprietary and subscription libraries..... | 129 | 9.91 | |
| Chap. 6, The free public library..... | 115 | 10.51 | |
| Chap. 7, The high school library..... | 388 | 29.02 | |
| Chap. 8, Special libraries | 177 | 11.11 | |
| Chap. 9, Library legislation (now out of print)..... | 74 | 6.39 | |
| Chap. 10, The library building..... | 328 | 22.05 | |
| Chap. 11, Furniture, fixtures and equipment..... | 642 | 50.83 | |
| Chap. 12, Library administration | 310 | 20.70 | |
| Chap. 13, Training for librarianship..... | 184 | 16.86 | |
| Chap. 14, Library service | 275 | 17.39 | |
| Chap. 15, Branch libraries | 162 | 11.06 | |
| Chap. 16, Book selection | 463 | 29.38 | |
| Chap. 17, Order and accession department (revised ed.).... | 472 | 38.63 | |
| Chap. 18, Classification | 725 | 61.73 | |
| Chap. 20, Shelf department | 299 | 19.59 | |
| Chap. 21, Loan work | 345 | 22.97 | |
| Chap. 22, Reference department | 182 | 13.73 | |
| Chap. 23, Government documents (state and city)..... | 334 | 22.60 | |
| Chap. 24, Bibliography | 314 | 21.08 | |
| Chap. 27, Commissions, state aid, etc..... | 200 | 12.79 | |
| Chap. 29, Library work with children | 306 | 20.78 | |
| Chap. 30, Library work with the blind | 288 | 27.26 | |
| Chap. 32, Library printing | 284 | 17.95 | 558.11 |

| | | | |
|---|--------|----------|--|
| A. L. A. Catalog, 1904-11 | 315 | 432.01 | |
| A. L. A. Index to General Literature..... | 14 | 79.20 | |
| A. L. A. Index to General Literature, Supplement 1900-10.... | 17 | 62.80 | |
| Book lists (4)..... | 10,000 | 29.50 | |
| Books for boys and girls..... | 667 | 109.08 | |
| Catalog rules | 484 | 262.78 | |
| Cataloging for small libraries..... | 432 | 495.45 | |
| Collection of social survey material..... | 326 | 23.23 | |
| Geography list (now out of print)..... | 33 | 3.29 | |
| Graded list of stories for reading aloud..... | 484 | 38.05 | |
| Guide to reference books, Kroeger (now out of print)..... | 146 | 195.30 | |
| Guide to reference books (Mudge), Proof sheets to new edition | 315 | 62.17 | |
| Guide to reference books, Supplement 1909-10..... | 116 | 25.74 | |
| Guide to reference books, Supplement 1911-13..... | 144 | 50.92 | |
| High school list..... | 188 | 84.74 | |
| Hints to small libraries..... | 89 | 57.55 | |
| Hospital list | 64 | 15.30 | |
| Index to kindergarten songs | 18 | 24.75 | |
| Index to library reports | 13 | 12.20 | |
| Library buildings | 71 | 6.18 | |
| List of economical editions | 37 | 8.15 | |
| List of music and books about music..... | 22 | 5.33 | |
| List of subject headings, 3rd edition..... | 455 | 1,025.88 | |
| List of 550 children's books..... | 88 | 11.99 | |
| Lists of material to be obtained free or at small cost..... | 833 | 145.89 | |
| Periodicals for the small library..... | 311 | 27.61 | |

| | | |
|--|-------|----------------|
| Scientific management, List of books on..... | 1,527 | 19.34 |
| Shakespeare, Brief guide to the literature of..... | 164 | 76.10 |
| Subject headings for catalogs of juvenile books..... | 206 | 273.38 |
| Subject Index to A. L. A. Booklist..... | 37 | 8.85 |
| Subject Index to A. L. A. Booklist, Supplement..... | 27 | 2.75 |
| Vocational guidance through the library..... | 149 | 13.84 |
| A. L. A. Bulletin and Proceedings..... | 211 | 76.05 |
| | | <hr/> 3,765.40 |

Total sale of publications..... \$9,089.63

REPORT OF SPECIAL COMMITTEE ON IMPORTATIONS

This Special committee was formed by the Executive Board early last November in order to facilitate proper German importations for our libraries.

The effect of the British Orders-in-Council of March, 1915, establishing blockade of the German coast, had been to stop shipment of books therefrom, as of other commodities. But in season there had been promulgated an arrangement, whereby upon certification by the Librarian of Congress, American "universities, colleges and public bodies," might continue to receive from Germany publications, "philosophical, scientific, technical or educational," in character. The arrangement, however, was hardly on its feet before it stumbled over serious difficulties and fell practically useless. At this point the committee began its prescribed work of coöperation with the librarian of Congress in an effort to clear the road.

The committee proceeded to Washington and conferred at length with Dr. Putnam, who put generous facilities at their disposal, including transcripts of the documents in his possession; consulted with the foreign trade adviser of the Department of State, and, under his conduct, were courteously received by the trade adviser of the British Embassy. The committee subsequently repaired to New York, and, after interviewing importing agencies, prepared and forwarded to the Department of State for presentation to the British authorities a detailed memorandum. This document outlined the difficulties and offered remedies. It strove in particular to set forth the inadequacy of the present

system, as conceived, to cover back orders, exchanges and serials, since lists in application could not be made to correspond to shipments, and orders could not be filled within the limits of time prescribed. Their suggestion was that an approved title stand approved till fully supplied; that accumulations at Rotterdam and London be released after simple inspection; that, under proper safeguards of control, the usual machinery of book agencies be employed, especially in the matter of serials, and most especially those of 1917.

The committee then sought out support both here and abroad—inspiring action by the Association of American Universities in annual session, and appealing to Sir William Osler, Regius professor of medicine at Oxford and long resident in America, and to Mr. John Y. W. MacAlister, his associate in the British Society of Medicine and president of the Library Association. Our program was not only wholly endorsed and energetically forwarded by them time and time again, but Mr. MacAlister had in advance of our appeal taken up the cudgels in our behalf on his own initiative, joined by Ambassador Page, though the latter's action fell outside official requirement. The American Library Association stands indebted to Mr. MacAlister for his well directed efforts in our behalf. He wrote a particularly strong letter to Mr. Balfour, as the latter sailed for America, and such solution as we have here to report today is doubtless due in no small measure to that timely communication.

In the meantime Dr. Putnam came forward with a proposal that as he was to dispatch a prominent member of his staff

to London, and if occasion offered, to Rotterdam, he might press the case on the spot, especially regarding release of material in detention. The four libraries presided over by the members of the committee were glad also to commit funds to his hands for special service thought possible. And so, for nearly six months Mr. Theodore Wesley Koch, chief of the order division of the Library of Congress, has been in London, with an assistant. As time from his regular duties permitted, he has conferred with authorities, corresponded with The Hague, examined records and parcels in London and reported fully to Washington. It is unfortunate that he has not returned in time to give the Association in person an account of his most interesting stewardship.

The first answer of the foreign office (handed Ambassador Page Dec. 23, though for some unexplained reason, not reaching the Department of State until April) was a proposal that H. M. Stationery Office place German orders in behalf of the London agents of American institutions, nothing being said about release of material detained.

The case repeatedly stated by all of us at work on it, especially in regard to material at Rotterdam and in London, took on a new phase, of course, with our entry into the war. This the British Embassy recognized. So that, upon a spirited appeal for clearance, addressed to Mr. Balfour by Mr. MacAlister within a week after our declaration of a state of war, coupled with a covering note to the embassy by Dr. Putnam, urging action in advance of this Conference, this committee is happy to report the following paragraphs from a communication of June 5 from the British Embassy to Mr. Marion Letcher, acting foreign trade adviser of the Department of State:

"I have now received telegraphic advice from them [i. e. the Foreign Office] to the effect that His Majesty's Government agree to the termination of the existing arrangement under which the exportation of books of enemy origin has been authorized from Holland to the United States of

America, and in order satisfactorily to close the business they are prepared to adopt the suggestion put forward by Dr. Putnam, viz., to grant a permit for the shipment from Rotterdam to the United States of America direct of the 115 cases of books and 14 bales periodicals which are reported to be lying in Rotterdam.

"His Majesty's Government will be glad if the Librarian of Congress will be good enough to arrange for the examination of the books and periodicals as suggested by him, and, in the interest of both governments, see that all undesirable matter is eliminated. In the event of his being prepared to undertake this work the goods can be consigned direct to him."

The material at Rotterdam is therefore being cleared, some having been received, and other possibly en route, though vessels leaving Holland with cargo are infrequent. The proper and expected reversal of attitude regarding post packets detained in London is not yet secured, though inspection of individual parcels appears to be going forward and many are released.

Save to press further on this point, the committee must now mark time till the pending Trading with the Enemy Act is disposed of by Congress. While, under its terms as now drawn, trading is forbidden, yet power of license is left in the hands of the Department of Commerce. If such provision remain, it would then be the duty of the committee to work out in conference provision for such limited operation under it as should seem expedient for it to recommend.

So much for orders. A word about exchanges: Late in 1916 the Bureau of International Exchanges of the Smithsonian Institution succeeded in effecting a re-establishment of relations with the Central Powers. Four shipments were made, and as many (totaling 65 cases) received. The last of these, numbering 15 cases, is now in Washington ready for distribution within a few days. The Bureau's opinion is that this about disposes of accumulations down to the opening of the war, in 1914. Since our entry into the conflict it expects no further shipments during its course to or from enemy countries. Furthermore, it is now circularizing corre-

spondents to the effect that further limitation of export is now necessary, seventeen countries at present being barred, Great Britain, and in consequence, India, together with Norway, Sweden, Denmark and Holland, constituting the new additions, all owing to the necessity of devoting available tonnage to more necessary commodities. While the British Government has prohibited the importation into the United Kingdom of books in bulk, it does not exclude books imported in single copies through the post.

In conclusion, the committee desire to acknowledge the courteous reception accorded its representations at the British Embassy, and to recommend (1) its own continuance, since it will doubtless have work to do as long as the war lasts, and after; (2) the conveyance of the Association's appreciation of the gracious and efficient coöperation given by Sir William Osler, and the President of the Library Association, Mr. J. Y. W. MacAlister.

Respectfully submitted,

FRANK P. HILL, Chairman.

CLEMENT W. ANDREWS.

E. H. ANDERSON.

M. LLEWELLYN RANEY, Secretary.

REPORT OF THE COMMITTEE ON FIRE INSURANCE AND PREVENTION

The committee regrets its inability to follow out all the suggestions given to it at various times as to the subjects that would be of interest. To follow these suggestions would involve almost an unending discussion of the many intricacies and technicalities connected with fire insurance, fire prevention, etc.

It has assumed that if the committee suggests phases of the problem peculiar to library insurance as distinguished from other forms of insurance, and gives warnings as to mistakes which have been made and may be made again, library authorities assisted by an insurance agent of ability and integrity, will be able in each case to

draw a contract which will meet the needs of the situation.

Books and Their Value

It has been quite generally estimated that the value of the books in an ordinary public library for purposes of insurance is substantially \$1.00 per volume. This is only a general rule, the accuracy of which has been assumed rather than established, and it is, of course, subject to many variations and exceptions.

Mr. Ranck reports that in the Grand Rapids Public Library, after some investigation, they estimated that this was a fair statement of value, and that wear, tear, and obsolescence were approximately offset by the value of the work added in ordering, preparing for circulation, etc.

Mr. Brett reports a somewhat more detailed method, which, however, differs little in the final result. In the Cleveland Public Library the books were divided for purposes of insurance into five classes:

| | Per Volume |
|---|---------------|
| Juvenile books throughout the city | \$0.60 |
| The circulating books in the branches | .80 |
| The circulating books at the main library | 1.00 |
| The branch reference books | 1.50 |
| The reference books in the main library | 2.00 |

Records, Card Catalogs, Indexes, and Their Value

It is a general rule of insurance companies to insure records, etc., for nothing more than the value of the material upon which the records are recorded. The actual value of library records, card catalogs, indexes, etc., is difficult to estimate. The value of the tangible material upon which they are inscribed is absurdly small in comparison with the value of the completed record. On the other hand, it would be difficult to estimate the consequential damages that might result to the library from the destruction of the card catalogs, and the loss resulting is probably one against which the insurance companies would not care to insure. It seems to the

committee that for purposes of insurance, the value of the card catalog should be either its original cost or the cost of reproducing it. In any event, it would seem to be the wiser course to enumerate in the written portion of the policy that the records, card catalogs, shelf lists, indexes, etc., were included in the insured property and to stipulate that in case of loss, their value should be considered to be the original cost, the cost of replacement, or a stated sum, as may be deemed wise.

Miscellaneous Property—Valuation

There seems to be absolutely no rule applicable in any detail to all libraries by which manuscripts, maps, pictures, clippings, and the various miscellaneous property ordinarily kept in a library can be valued. Each library must fix the value of its own property out of the complete knowledge which it must have.

Valuation Generally

It is the experience of libraries generally that when premiums have been paid upon a certain basis of valuation, the insurance companies are not at all disposed to question the basis after a loss.

Property Which Must Be Expressly Mentioned

In the standard form of policy which is quite generally used, there is a paragraph which excludes, unless the liability be specifically assumed in the policy, all loss on awnings, casts, curiosities, drawings, dies, implements, manuscripts, medals, models, patterns, pictures, scientific apparatus, signs, store or office furniture or fixtures, sculpture, tools, or property held on storage or for repairs.

It is therefore necessary that the policy should contain in its written portion a specific enumeration of these articles.

Form of Policy

Two suggestions have been made: First, that the committee approve a complete policy for use in insuring library buildings and contents; and, Second, that the committee formulate language recommended

to be used as the written portion of a regular or standard policy.

It seems as impractical to provide a general policy as it would be to provide general rules for library borrowers: in both cases local conditions will vary the needs.

The policy upon the building itself would not differ materially from that upon any other public building. It might be noted in passing, however, that it is considered good business in insuring public buildings to exclude from consideration "the cost of excavation, foundation walls and sub-basement, platforms and steps of masonry, etc., etc.," since these parts are not likely to be injured in a fire and premium is reduced by excluding them.

The committee has, however, formulated language which is recommended to the intelligent consideration of those seeking to effect fire insurance upon the contents of a library building.

On contents of every description, including casts, curiosities, drawings, dies, jewels, manuscripts, medals, models, patterns, pictures, scientific apparatus, office and library furniture, equipment and fixtures not a part of the building, sculpture, tools, paintings and engravings and their frames, printed material of every character, books bound and unbound, pamphlets and periodicals, records, documents, manuscripts, reports, catalogs and indices, completed or in process of preparation, including the value of all labor and work thereon; carpets, rugs, and floor coverings of every kind; typewriters, adding-machines and all other equipment and property which belongs to the insured and is contained in said building whether of a nature similar to those enumerated or otherwise; all while contained in the (insert description of building).

Proof of Loss

Much of the property of a library is likely to be out of the building when a fire occurs. While library records show all the property which has been acquired and what has been temporarily removed, it will sometimes occur that the records are burnt with the property. While this would leave the library unable to prove to the last detail the whereabouts of each piece of property and possibly make it im-

possible for the library even to prove fully the property which it had acquired, the library is in no worse condition than is the owner of a mercantile establishment under a similar situation. In such cases the insurance companies will usually accept an estimate. Should the matter be contested, the courts will be inclined to adjust the loss upon the best estimate obtainable. We apprehend, therefore, that libraries in general encounter no difficulty in adjusting their damages because of their loss of accurate records. At the same time, if inventories, shelf lists, etc., could be preserved in a vault the library would be in a much better position in case of damage by fire.

Rates

The questionnaire returned to the committee indicates that there is a surprising difference in rates in different cities. In some cases the rate is very low and in others it is almost impossibly high. These apparently vary from 25 cents per hundred for five year terms to \$4.92 per hundred for three year terms. The committee does not care to draw conclusions until these figures are verified and investigated.

In some cities the rate is higher than the rate on other business houses, while in other cities it is much lower. In some cities the rates and regulations fixed by the Board of Underwriters has been accepted by the library without question. In one city, however, the library authorities took the position that the library as a public institution and because of its character was a special and a desirable risk, and that the insurance companies were not bound by the rules, regulations and rates of the Board of Underwriters. As a result, the library got very favorable concessions.

The committee can only recommend that each library investigate very carefully the rates, having in mind the possibilities that they have for many reasons a risk especially attractive to the insurance companies, and also holding in mind the fact that it has sometimes been possible to

obtain concessions from the Board of Underwriters, because of the nature of the risk and the public character of the institution.

Mutual Insurance: The suggestion has been made that library authorities ought to institute a scheme of mutual insurance. It has been argued that where such insurance companies have been established in any particular line they have in most cases resulted in considerable savings.

The committee, however, is not ready at this time to advise such a step. The multiple duties of the librarians seem to be such at present as to engage their attention, and it does not seem clear that the advantages to be gained are sufficiently great to make it advisable to consider the matter at this time.

Class Insurance: The committee suggests the possibility that some method of class insurance might be arranged through an existing company whereby those in the class would pay the present rates to accumulate a certain definite surplus, after which the rates would either be lowered or a dividend declared on the amounts not used, to those participating in the plan. If the Association deems it wise to look into this phase of the matter farther, there should either be another committee appointed, or this committee continued to look into the possibility for arranging for this kind of insurance. This would involve correspondence, and probably interviews with representatives of the companies, and would deal to a certain extent with matters more or less technical.

Co-Insurance

The attention of library authorities should be directed to the possibility of securing reduced rates by the insertion of a co-insurance clause. The saving may be as great as 60% in some cases. In view of the fact, however, that many library losses are partial losses due to interior fires, it should be employed with caution, and only after it has been fully investigated and is fully understood. The effect of the co-in-

surance clause has been well stated as follows:

REDUCED RATE CO-INSURANCY CLAUSE

EXPLAINED

(Using the 80% Clause)

It has no effect whatever when insurance is carried to the amount of 80 per cent of value or more. In this case insurance pays the entire loss not exceeding the amount of policy.

Example:

| Value | Insurance | Loss | Ins. Pays |
|-----------|-----------|----------|-----------|
| \$100,000 | \$80,000 | \$60,000 | \$60,000 |
| 100,000 | 80,000 | 80,000 | 80,000 |
| 100,000 | 80,000 | 90,000 | 80,000 |

It has no effect whatever when the loss equals or exceeds eighty per cent of value, no matter what the insurance is. In this case, also, insurance pays entire loss not exceeding amount of policy.

Example:

| Value | Insurance | Loss | Ins. Pays |
|-----------|-----------|----------|-----------|
| \$100,000 | \$60,000 | \$80,000 | \$60,000 |

When both insurance and the loss fall below eighty per cent of the value, the assured becomes a contributor (that is, stands as an insurance company) to the amount of the difference between eighty per cent of the value and the actual insurance in force at the time of fire.

Example:

| Value | Insurance | Loss |
|-----------|-----------|----------|
| \$100,000 | \$70,000 | \$50,000 |

Eighty per cent value if \$80,000—insurance being \$10,000 less than this sum, owner is a contributor to that amount and contributes to the loss in that proportion.

Insurance (\$70,000) pays seven-eighths of loss (\$50,000)\$43,750
Owner contributes one-eighth of loss (\$50,000) 6,250

Total amount of loss.....\$50,000

City Insurance

In some cities the municipal property including the public library is not insured since the city, because it owns so considerable an amount of property, "carries its own insurance" as the phrase runs. From the standpoint of the entire city this is doubtless satisfactory, since the premiums paid for all city property would in the end amount to more than the sum necessary to replace any burned building. We call attention to the fact, however, that it may prove a most unsatisfactory situation so far as the library is concerned unless the city charges each department with an annual insurance premium and creates and

carries an insurance fund. Otherwise the mere fact that the city carries its own insurance may not work to the direct advantage of the library, since there would, in such case, be no fund automatically available for the reconstruction of a library. Neither would there ordinarily be in the city treasury any funds out of which an appropriation could be met. The result would be that the library authorities would be compelled to enter into a campaign to cultivate public sentiment and to secure an appropriation for a library building much as though no insurance was carried. In other words, for practical purposes, the plan in vogue in some cities by which the city carries its own insurance without accumulating a special fund amounts to no insurance at all.

It should be remarked, however, that where a city has deliberately and probably wisely adopted the plan of "carrying its own insurance," it may be unwise to enter even though the library authorities may be conscious that in case of a fire, they would find it embarrassing to secure money for rebuilding or replacing.

It has been suggested also that it is easier to get money from a city to make good losses on the building than it is to replace books and that therefore it is more important in such cities to carry insurance upon the books than it is to carry insurance upon the building itself.

Fire Prevention and Protection

Proper professional standards seem to call for a systematic effort on the part of library authorities to prevent fires and to protect from loss of life in case of fires. The committee has therefore asked Mr. Sidney J. Williams of the Wisconsin Industrial Commission, who is an expert on fire prevention and protection of life in public buildings, to prepare a code for public library buildings.

This code has been printed and submitted to a large number of librarians for correction and suggestion. Some of these corrections and suggestions have been incorporated into the code, which is attached hereto and made a part of this report.

Fire and Accident Prevention Day

The National Fire Prevention Association and the National Safety Council have appointed October 9, 1917, as Fire and Accident Prevention Day.

A special committee appointed by these organizations has voted to ask the active co-operation of the A. L. A. in this matter, and they have communicated the request to your committee, asking it to bring it to the attention of the A. L. A. They have also said that they have prepared posters and other publicity material which can be used by the libraries of the country.

Your committee, therefore, recommends, that the American Library Association co-operate in the observance of this day, and communicate with these organizations suggesting that their literature be sent to the various public libraries of the country, accompanied, if deemed advisable, by a statement that the A. L. A. sanctions a co-operative effort.

M. S. DUDGEON, Chairman.

APPENDIX

PROPOSED FIRE PREVENTION AND PROTECTION CODE

Formulated by Sidney J. Williams of the Wisconsin Industrial Commission

I. Inflammable Material.

1. *Waste paper basket*, preferably of metal, should be kept as nearly empty as possible. Do not keep one near a gas burner or other flame.

2. Do not permit *accumulations* of waste paper or other *rubbish* in the basement or elsewhere, unless in a fireproof room. Keep all such rubbish at a safe distance from the furnace.

3. *Old furniture, books, etc.*, should not be stored in an open attic or in the basement, except in a closed room with masonry walls and tin-cover door; the ceiling also should be protected if possible.

4. *Closets* below stairways, unless fireproof, should not be used for storage; under no conditions should gasoline, oils or paints be kept below or near stairway.

5. *Gasoline, benzine, etc.*, should be kept

in metal safety cans, and then only in small quantities.

6. If necessary to keep *oil* or *paint* in the building, keep it in a metal or metal-lined cabinet, remote from other combustible material.

7. *Floor sweepings* and *oily rags* are subject to spontaneous combustion and should be burned at once in the furnace. Sweeping compounds should be kept in a metal container, covered.

8. Keep the *janitor's room* clean and orderly. It must not be a catch-all for old furniture, paper, oils and paints.

9. *Smoking* should be prohibited, except in smoking rooms.

II. Heating and Lighting Equipment.

10. No *shades* of paper or cloth should be put over an electric light or lamp.

11. Do not hang *electric light wires* on nails or hooks. All wiring should be done by an electrician.

12. Use *no matches* in the library, except for lighting gas burners. Use only safety matches. Never throw a lighted match in a waste basket or on the floor.

13. Keep an *electric flash light* for use in dark corners.

14. Use no rubber hose for *connecting gas stoves* or burners, but use instead flexible metal covered tubing.

15. Do not place a *gas stove* or hot plate on a wooden table or shelf unless protected by asbestos board covered with sheet metal. The wall near the plate should be similarly protected.

16. The gas service main should have a *stop-cock* at the curb.

17. *Swinging gas brackets* are dangerous and should be fastened rigidly at right angles with the wall. Gas lights near ceiling should have metal hood.

18. All *steam coils, radiators* or pipes in wardrobes should be protected by a screen or wire netting so that clothing may not come in contact therewith.

19. All *woodwork* less than 2 feet from a boiler or furnace should be protected with heavy asbestos paper covered with sheet metal. The same is true of woodwork near a smoke pipe or hot air pipe. Any wood-

work which is so near that it becomes uncomfortably warm to the hand should be so protected.

20. *Ashes* should be kept in metal cans or piled in a brick or concrete bin, not in a wooden bin or on wooden floors against wooden partitions.

21. A *water connection* with hose attached should be placed in the furnace room.

III. Fire Extinguishers.

22. Provide *one standard fire extinguisher for each 3,000 (preferably 2,000) square feet* of floor area, on each floor, including the basement. Use only extinguishers which bear the label of the Underwriters' Laboratories.

There are two standard types of extinguishers:

(1) The $2\frac{1}{2}$ gallon *soda-acid type*, generally operated by turning upside down, throws a jet of water which is most effective in fighting a small fire, but is very *damaging to books* and papers. One or more of these extinguishers should be provided in the basement.

(2) The one quart *pump extinguisher* contains a liquid which vaporizes when heated, forming a gas which will effectively smother an incipient fire. This extinguisher *will not injure books*, can be easily handled by a woman, and is therefore suitable for use in the library.

23. Hang all extinguishers in a *conspicuous place*. If placed on floor they may be tipped over and will then fail to discharge when needed.

24. Librarians and janitors should have *actual practice* in handling both types of extinguishers. All extinguishers must be recharged after using; the soda-acid type must be recharged once a year whether used or not. (Consult the fire chief.)

25. With either type, direct the *liquid at the base* of the flames.

Note.—An automatic sprinkler system is the best fire extinguisher and results in a reduced insurance rate.

IV. Exits.

26. Keep all *passageways*, stairways, fire escapes and doors *unobstructed* at all times.

27. Exit doors should open *outward*.

28. In closing the building at night, *lock all outer doors*, but leave all *inner doors unlocked*, so that when the building has been entered all rooms will be accessible.

29. All stairs should have at least one *handrail*; if wide or steep, two handrails.

30. Every library more than one story high must have an *outside stairway fire-escape*, unless there are two separate inside stairways leading to separate exit doors. If three stories high, it must have a fire-escape, regardless of the number of inside stairs, unless the building is of fireproof construction. Ladder fire-escapes are not accepted.

31. All *fire escapes* must reach to the ground and must be kept free from snow and ice in the winter.

32. If *windows* are used as exits, steps should be provided inside.

33. If the library contains an assembly room, it should have at least *two separate exits*.

34. *Basement stairways* should preferably be enclosed with fire-resisting partitions and doors.

35. All new library buildings in Wisconsin must comply with the state *building code*. Plans should be sent to the Industrial Commission, Madison.

V. In Case of Fire.

36. When fire is discovered:

First. *Get everyone out* of the building.

Second. *Telephone the Fire Department*. The department's number should be posted at the telephone.

Third. After doing these two things (not before) try to *put out the fire* with extinguishers. Do not approach the fire until you have an extinguisher ready for use. Do not throw water until you know just where the fire is.

Fourth. If the fire is beyond control, close all doors and windows and wait for the fire department.

VI. Fire Drill.

37. Each member of the staff should be made to *understand exactly what to do in case of fire*. The plan will differ in different libraries. For example, the librarian may supervise the emptying of the building, an assistant send in the alarm and then save records, and the janitor use the extinguisher. A schedule may be posted and occasionally practiced. It should be definitely understood what things are to be saved first.

38. The *janitor* should be instructed what to do if a fire occurs while he is alone in the building.

39. These suggestions are equally applicable to the small library where there is but one librarian with no assistants. In such a case the librarian should carefully plan exactly what to do in case of fire, anticipating as far as possible all obstacles that may arise, and thus minimizing the danger of panic.

Note.—The foregoing constitutes a tentative code. If there are omissions or if the suggested rules are not sound or wise we will be glad to receive comment. Our purpose is ultimately to formulate a simple yet inclusive code that will be of definite value to libraries large and small.—Editor.

REPORT OF THE COMMITTEE ON LIBRARIES IN HOSPITALS AND CHARITABLE AND CORREC- TIONAL INSTITUTIONS

A committee on Libraries in institutions for dependents, defectives and delinquents was authorized by your honorable body early in 1915 in response to a petition presented by Miss Julia A. Robinson, secretary of the Iowa library commission.

By February, 1915, the organization of the committee was completed with the following assignments: Miriam E. Carey, chairman; Julia A. Robinson, chief of subcommittee on library work in prisons, Florence R. Curtis and Mary E. Eastwood, associates; E. Kathleen Jones, chief of library work in hospitals; Carrie E. Scott and Florence Waugh, work in reformatories and institutions for children.

After a period of consultation the com-

mittee agreed to take up the publication and distribution of material already in demand; namely, (1) A survey or directory of institution libraries; (2) A manual on arrangement and care of institution libraries; (3) A syllabus of a course of lectures on books and reading suitable for use in training schools for nurses; (4) A bibliography of books and pamphlets on occupational work in hospitals; (5) "campaign material"—statements of reasons for developing and maintaining libraries in hospitals, prisons, reformatories, etc.

Throughout 1915-16, articles on various phases of institutional library work were contributed to the *Modern Hospital*. From January to June, 1916, Miss Jones edited in this periodical a page which was devoted to institution libraries. To this page Miss Jones contributed annotated book lists of current publications, which supplied information in advance of the evaluated lists needed by public libraries. In the fall of 1915 reprints of Miss Jones' article on "The Hospital Library" were distributed by the committee, which previously had sent out over the country the notices calling attention to a league of hospital librarians which was formed through the columns of the *Modern Hospital*. This league is still in existence, though it has not been formally organized.

In October, 1915, the *American Journal of Insanity* published an outline of a course of lectures for nurses in hospitals by Miss Jones, entitled "On Books and Reading." The committee distributed reprints of this article, which were donated by McLean Hospital, Waverley, Mass.

The survey of institution libraries was in charge of Miss Curtis, who prepared the questionnaire and also a mailing list of institutions. The latter was a contribution to the work which the committee hoped it would be able to print, but it was obliged to confine its efforts merely to the distribution of the questionnaire, which was done during March, 1916.

Meantime an opportunity had come for the presentation of the subject of libraries in institutions at the annual meeting of

the National Conference of Charities and Correction at Indianapolis in May, 1916. Under the auspices of the section on public charities, Miss Curtis presented a report of the survey which the committee had undertaken. Miss Jones and Miss Scott also were speakers on this occasion and Miss Carey presided.

This committee assisted the Public Library Commission of Indiana in the preparation of an exhibit showing the development of library work in institution libraries, for the National Conference of Charities and Correction held in Indianapolis, May, 1916. During this conference this exhibit attracted a great deal of attention and was a good publicity agency for presenting the library work.

The "Manual for institution libraries" was in charge of Miss Scott. It was ready for the press by the fall of 1916 and was published by the American Library Association publishing board and is distributed by them for twenty-five cents a copy. This manual aims to provide a guide for librarians in hospitals, prisons, reformatories, schools for the deaf, blind, feeble-minded and children who are wards of the state. It supplements the second edition of "Essentials in library administration," by Miss L. E. Stearns, with methods and forms especially adapted for use in institution libraries.

In January, 1916, the New York State Library published the "List of books for prison libraries, Part 1, Fiction, a list of 500 good stories." This list was compiled under the editorship of Miss Mary Eastwood. The list was designed not only to help the prison librarian select suitable fiction for purchase but also to help prisoners in their cells select their own books for reading, and it was hoped that a copy would be bought in each prison for each cell. "Part 2, Non-fiction" is also ready for printing, but prison conditions in each state do not warrant the expense of printing at present.

Three of the five objects which the committee set out to accomplish have already been put through. The bibliography on

occupational work in hospitals has not been prepared owing to pressure of other work. The committee hopes to be able to publish it during this year.

The "campaign material" will be ready for use during the fall of 1917, when the committee hope to go before the country at the meetings of the several state conferences of charities and correction. Miss Curtis has provided the committee with a collection of pictures showing libraries in different institutions throughout the United States. The committee owns this collection and places it at headquarters in Chicago for general use.

In July the committee took charge of a meeting devoted to libraries in hospitals, which was held in Chicago under the auspices of the Society of Allenists and Neurologists.

The personnel of the committee remains unchanged with one exception: Miss Nellie Williams succeeded Miss Waugh of Nebraska upon the latter's marriage.

Respectfully submitted,

MIRIAM E. CAREY,
Chairman.

REPORT OF COMMITTEE ON CODE FOR CLASSIFIERS

The committee on Code for classifiers submits, through its chairman, a report of progress and asks to be continued for another year. Two members, appointed by the Board a year ago, have kindly volunteered their aid and are now engaged in compiling data to be utilized in the final issue of the code. An interesting proposal to print the code on cards, made some time ago by Mr. Martel, is under consideration. The advantages of this plan would be to place in the hands of classifiers an elastic and up-to-date set of rules of practice for current work, and would afford a medium for exchange of views between classifiers all over the country. The committee will welcome an expression of opinion upon this plan from any persons interested.

WM STETSON MERRILL,
Chairman.